



## Season 2024-2025 Box Office Staff

The Tallahassee Symphony Orchestra (TSO) seeks Box Office Staff to assist with customer service and ticketing at our 2024-2025 concerts and events. As a TSO staff member, you become part of a team of hard-working professionals who are committed to the ongoing success of the organization and the art form of orchestral music.

The TSO is among the best regional orchestras of its kind in the country, largely because it is populated with the exceptional faculty, students, and graduates of Florida State University and Florida Agricultural and Mechanical University. In the 2024-2025 season, the TSO offers a 16-event concert season that includes 5 Classics concerts, 4 Holiday performances, 2 Young People's concerts, our 9th annual Spooktacular, 3rd annual Freedom's Eve Emancipation Concert, Star Wars: A New Hope in Concert, and a special concert with Opening Nights.

### **Responsibilities:**

- Sell tickets and process exchanges via phone and in-person at the TSO Office and concert venue
- Provide exceptional customer service to all TSO patrons
- Maintain a calm, polite, and professional manner in a variety of situations
- Answer questions regarding performance content and ticket policies
- Set up and break down box office stations at each concert
- Assist other TSO staff as needed

### **Concert and event dates:**

- Friday, September 13, 2024
- Saturday, September 28, 2024
- Sunday, September 29, 2024
- Friday, October 18, 2024
- Friday, October 25, 2024
- Friday, December 13-Sunday, December 15, 2024
- Saturday, January 18, 2025
- Saturday, March 29, 2025
- Saturday, May 3, 2025

Compensation is \$15/hour at the TSO Office and \$18/hour at the Concert Venue. This is a part-time, hourly non-exempt position.

To apply, please send a cover letter and resume to Katie Conway at [kconway@tallahassee-symphony.org](mailto:kconway@tallahassee-symphony.org) by the end of the day on Friday, August 9.