



# Tallahassee Symphony Orchestra

## Box Office Staff: Season 2025 – 2026

The Tallahassee Symphony Orchestra (TSO) seeks two part-time Box Office Staff to assist with customer service and ticketing at our 2025–2026 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. This is a great opportunity for musicians and music lovers to learn more about the behind the scenes operations of a professional orchestra.

### 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
- Resolve issues in a timely manner with the customer in mind, contacting manager when necessary
- Answer questions regarding performance content and ticket policies
- Set up and break down box office stations at each concert
- Learn and use our ticketing software system, Patron Manager
- Assist other TSO staff as needed

### Qualifications

- Familiarity with ticketing software (Patron Manager) or willingness to learn
- Customer service experience
- Strong communication skills
- Ability to work independently and on a team
- Reliable transportation
- Knowledge or interest in classical music

### Concert Dates

- |                                |                               |
|--------------------------------|-------------------------------|
| • Saturday, September 13, 2025 | • Saturday, December 20, 2025 |
| • Friday, October 17, 2025     | • Saturday, January 17, 2026  |
| • Saturday, October 25, 2025   | • Saturday, March 28, 2026    |
| • Friday, December 12, 2025    | • Saturday, May 2, 2026       |
| • Sunday, December 14, 2025    |                               |

### Compensation

Compensation is \$15/hour at the TSO Office and \$18/hour at the Concert Venue. This is a part-time, hourly, non-exempt position. Shifts are only during concert weeks and total work hours per concert will vary between 4 and 12 hours based on event scheduling. On concert nights, Box Office Staff are welcome to stay after their shift to watch the remainder of the performance! Paid training will be provided before the first shift.

To apply, please send a cover letter and resume to Katie Conway at [kconway@tallahasseeSymphony.org](mailto:kconway@tallahasseeSymphony.org).

**About the TSO**

The mission of the Tallahassee Symphony Orchestra is to engage, enrich, and inspire people at all stages of life through great music. The TSO is among the best regional orchestras of its kind, largely because it is populated with the exceptional faculty, students, and graduates of Florida State University and Florida Agricultural and Mechanical University. In the 2025–2026 season, the TSO offers a 15–event concert season that includes four Classics concerts, four Holiday performances, three Young People’s concerts, our 10th annual Spooktacular, an outdoor concert featuring the music of John Williams, a performance with Opening Nights, and a special 45th anniversary gala concert featuring soprano Renée Fleming.