



Tallahassee Symphony Orchestra

Part-Time Box Office Staff: Season 2026 – 2027

The Tallahassee Symphony Orchestra (TSO) seeks multiple part-time Box Office Staff to assist with ticketing and customer service at our 2026–2027 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

Schedule

Box Office Staff members will receive an availability form with all of the available shifts. Shifts will then be assigned based on staff availability. Staff do not need to work every concert and may sign up for what fits their schedule. A typical concert week includes shifts in the TSO Office on Thursday and Friday from 10:00 am – 4:00 pm (may be split between staff members), and from 5:30 pm – 8:00 pm on concert nights.

Shifts are only during concert weeks and total work hours per concert vary between 4 and 12 hours. For example, in October, you may work 4 hours in the TSO Office and 3 hours at the concert. Typically, no shifts are scheduled outside of concert weeks, but additional opportunities may arise. 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.

Box Office Concert Dates

The following concerts will require Box Office Staff. The TSO may have other concerts that do not require Box Office Staff.

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| • Saturday, September 12, 2026 | • Saturday, January 16, 2027 |
| • Friday, October 16, 2026 | • Sunday, January 17, 2027 |
| • Friday, December 11, 2026 | • Saturday, March 27, 2027 |
| • Saturday, December 12, 2026 | • Saturday, May 1, 2027 |
| • Sunday, December 13, 2026 | |

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, and is not eligible for benefits.

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 2026-2027 season, the TSO offers a 16-event concert season that includes six Classics concerts, four Holiday performances, three Young People's concerts, our 11th annual Spooktacular, and two to-be-announced partnership concerts.

To Apply

Please send a cover letter and resume to Katie Gray at kgray@tallahasseesymphony.org by Monday, August 3, 2026. Interviews will be held in person or over Zoom in August, 2026.