



Seasonal: Full-time Box-Office Staff (June – September)

Cape Cod Melody Tent, Hyannis MA South Shore Music Circus, Cohasset MA

Successful candidate will commit to working the whole summer season, including weekends and evening and be a flexible team player who can work with the direction of CCMT Box Office Manager.

Duties & Responsibilities:

- Answer phone calls and greet customers in an upbeat, professional manner
- Respond courteously and respectfully to customer inquiries via email, telephone and in-person relating to artists, venue, event information and special requests; such as wheelchair access or listening devices
- Process customer requests regarding tickets, gift cards, and memberships transactions
- Issue receipts, tickets, gift-cards, memberships, and prepare tickets for mailing
- Accurately identify admission prices and tabulate amounts due
- Scan tickets and sell merchandise on night of shows

Required Skills and Qualifications:

- Must be a responsive and energetic team player with strong customer service skills to be professional and courteous to both patrons and staff
- Pay close attention to detail, especially with regard to all show information and pricing
- Communicate and coordinate effectively with management and peers
- Access to reliable transportation to and from work
- Due to the nature of our business, all employees must be fully vaccinated

Cape Cod Melody Tent in Hyannis, MA and the South Shore Music Circus in Cohasset, MA, are sister venues, each with a 2300 seating capacity for all-ages, are seasonal tented outdoor theaters. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 70 years.

To Apply:

Please email your resume to jobs@themusiccircus.org

or apply online at <http://www.melodytent.org/contact/employment-opportunities/>

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