



**Seasonal: 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, located in Hyannis, MA, is a 2300 seat all-ages, seasonal, tented outdoor theater. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 70 years.*

**To Apply:** Please email resume and cover letter to [jobs@themusiccircus.org](mailto:jobs@themusiccircus.org) or Apply online at <http://www.melodytent.org/contact/employment-opportunities/>