



## **Green Box Arts – Seasonal Box Office Associate – Job Description**

**GREEN BOX** seeks a **seasonal, part-time Box Office Associate** to support box office operations during the height of the **2026 Green Box season**. This individual will play a vital role in providing excellent customer service, facilitating ticket sales, and ensuring a welcoming and efficient box office experience for all Green Box guests.

Working closely with the Green Box team, the Box Office Associate will handle a variety of front-of-house duties including phone and email communications, in-person ticketing support, and general artist and patron hospitality. Responsibilities include assisting visitors, completing ticket and merchandise sales, managing daily administrative tasks (such as printing event rosters and programs), and offering helpful, friendly guidance to patrons throughout their Green Box experience.

This position also offers the unique opportunity to engage with a wide range of nationally and internationally recognized artists featured at the Green Box Arts Festival.

### **QUALIFICATIONS**

We are looking for a highly organized, people-focused individual who thrives in a fast-paced, customer-facing environment. The ideal candidate is a clear and friendly communicator, comfortable juggling multiple responsibilities, and eager to contribute to a vibrant arts setting.

#### **Preferred Qualifications:**

- Prior experience in customer service, administrative support, or box office/operations roles
- Familiarity with ticketing software (Spektrix experience is a plus but not required—we're happy to train the right person!)
- Experience in a performing arts or festival setting
- Ability to lift, walk, sit, or stand for extended periods of time

#### **Required Qualifications:**

- Availability to work nights and weekends and commit to the position's full duration

### **PRIMARY DUTIES**

#### **Box Office & Guest Services**

- Process daily ticket and merchandise sales (in-person, phone, and email)
- Provide accurate and friendly information about ticketing, events, and festival activities



- Operate Spektrix (training provided) for sales and ticketing
- Print and organize daily event rosters, programs, and other materials
- Maintain inventory and organization of Green Box merchandise and office supplies
- Create and update daily signage outlining festival schedules and key info

*Functions listed are intended only as illustrations of some of the various types of work performed.*

### **POSITION TIMELINE**

This is a **temporary seasonal role, spanning June through September. This position will include weekday and weekend shifts.**

- **On boarding and training (Up to 45 hours for training, start date variable)**
- **Weekends between early June - September 27 (approx. 9AM-5PM)\***
- **Full-time festival operations July 4 - July 19 (up to 40 hours/week)**

*\*Starting July 25 - September 27, 8-16 per week (weekend shifts preferred) with a minimum one weekend day availability required.*

### **COMPENSATION:**

\$18-\$25 per hour depending on experience

**To apply: Please send your resume, cover letter, and a list of availability and/or schedule conflicts during the employment period to [info@greenboxarts.org](mailto:info@greenboxarts.org)**

*Position open until filled*