

The Vail Jazz Foundation, Inc.

Open Position: Box Office Manager- Seasonal

Vail Jazz produces summer and winter music festivals and award-winning educational programs serving both the national and local communities.

Compensation and Schedule: Venue Locations vary in Lionshead and Vail Villages

- **\$30 per hour, part time seasonal**
- Sunday afternoon/evenings, 3pm-8pm, July 9th- 30th
- Thursday afternoon/evenings, 1pm-9pm, July 13-Aug 24th
- Labor Day Weekend, afternoon 8/31- 9/4 (5 Days, hourly schedule TBD)

The Job:

The Box Office Manager is responsible for overseeing all on-site box office and merchandise activity as well as managing show day volunteers.

Duties:

- Lead setup/breakdown of box office tent and merchandise.
- Keep detailed pack lists for venue setup.
- Manage FOH Associate schedules and on site duties.
- Manage volunteer activity on performance days
- Oversee and support merchandise and ticket sales on-site.
- Keep track of inventory, count in and out all merchandise sales.
- Be the main point of contact for patrons when they have questions related to front of house operations.

Experience:

- Retail or customer service experience.
- Experience in a management position.

Skills

- Strong speaking and interpersonal skills to communicate with patrons and staff effectively
- Organizational skills. Ability to keep track of sales and organize your station effectively.
- Computer skills, competent with POS systems
- Ability to problem solve

Application info:

- Please apply with this Google form:

https://docs.google.com/forms/d/e/1FAIpQLScswaYbfpf4d69yAFrXXy1peB22CdNkozW0SMwy3keZ4edSg/viewform?usp=sf_link

- Applications will be accepted until May 26th

- Vail Jazz is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

