

JOB OPENING: Box Office Assistant (part-time, seasonal)

Kneisel Hall Chamber Music School and Festival is a premier summer music festival located in Blue Hill, Maine. Each summer, Kneisel Hall offers public concerts, residential artist training programs for advanced musicians, as well as day camps for younger students. Kneisel Hall's flagship program, the Young Artist Chamber Music Program, attracts today's most gifted young professional artists who come to Kneisel Hall for seven weeks to immerse in chamber music study and artistic development.

Kneisel Hall is seeking a part-time Box Office Assistant to take ticket orders over the phone, provide phone support for online ticket purchases, and assist before concerts and open dress rehearsals during the festival (June 27- August 24).

RESPONSIBILITIES

The Box Office Assistant is the public-facing front line for all ticket sales and audience relations.

The Box Office Assistant is required to:

- Familiarize yourself and undergo training on how to use the Arts People ticketing website
- Work in the Kneisel Hall office as needed during June, July, and August
- Work on campus before Friday evening and Sunday afternoon concerts, and all Friday morning open dress rehearsals
- Oversee student ushers
- Help set up for the concerts, take tickets, and collect donations at the door
- Promptly return box office phone calls and emails
- helping patrons purchase tickets online, and manage subscription and single ticket orders

Online ticket sales begin in April and continue through the end of August. Remote work is possible until June 26th.

Starting June 27th, the Box Office Assistant must be in-person on campus for all Friday morning Open Dress Rehearsals (9 am- 11 am) and all Festival Concerts: Fridays from 6:30 pm through intermission, and Sundays from 3 pm through intermission.

QUALIFICATIONS

- Strong computer skills
- A strong customer service mindset and excellent interpersonal skills
- Ability to follow directions while taking full charge of given tasks from start to finish
- Ability to maintain high professional relations with staff, faculty, and students
- Must have reliable transportation to and from work

NOTE: All staff working on the Kneisel Hall campus are required to be fully vaccinated against Covid-19.

COMPENSATION

- \$21 per hour, approximately 10 hours per week in June; 15-20 hours per week for July and August

TO APPLY

Please send a resume and three references to jobs@kneisel.org. Applications will be reviewed on a rolling basis.

The position will begin in June 2025. The position contract is renewable annually from June to August.

Visit www.kneisel.org to learn more about Kneisel Hall Chamber Music School and Festival.

This job description indicates the general nature and level of work performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for the job.

Kneisel Hall is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation, age, disability, or political affiliation.