Canton Symphony Orchestra

**Job Title:** Box Office Assistant  
**Reports to:** President & CEO  
**Full Time:** Full Time, Hourly  
Some evenings and weekends  
**Compensation:** $10/hour

Box Office Assistant is a full-time position responsible for patron relationship duties as well as administrative and clerical needs of the Canton Symphony Orchestra staff.

**Description:**

Serve as Box Office Assistant: Sell concert tickets either in person or over the phone  
Serve as point of contact for Center rentals  
Data Entry/Record Keeping: Maintain mailing list and database of ticket buyers, volunteers and donors  
Serve as Administrative Office Receptionist  
Serve as the administrative assistant to the President & CEO as well as assisting others as needed

This position may be expanded commensurate with the needs of the department as well as the skills and interests of the employee.

**Qualifications:**

**Required:**
- Associate Degree  
- Proficient computer skills, especially Microsoft Office Suite  
- Ability to learn new computer programs quickly  
- Ability to handle multiple tasks at one time under pressure  
- A pleasant manner in dealing with the public is mandatory  
- Ability to work some nights and weekends

**Preferred:**
- Bachelor’s Degree  
- Love of classical music  
- Previous experience in the field of customer service

**How to Apply:**

Send cover letter and resume to mmullaly@cantonsymphony.org