

Evansville Philharmonic Orchestra seeks Seasonal Ticket Seller

The ideal candidate will have ticket selling experience, customer service experience, and excellent computer skills. He/She will also take initiative, be able to work independently, pay attention to details, and have a positive attitude. The main responsibilities of this position include but are not limited to:

Answer and field incoming phone calls

Take ticket orders for EPO concerts by phone and in person

Process ticket orders in Patron Manager ticket system

Update patron information in Patron Manager as necessary

Sell tickets to walk-up patrons at concerts in Nov and Dec

Other duties as assigned

Position will begin on Monday, October 30th and work 3 days a week from 9 AM – 1 PM through Nov 17th. Position will take a break Nov 20 – 24th for Thanksgiving week. Position will work 5 days a week from 9 AM – 1 PM Nov 27th – Dec 15th. This position will also work concerts on weekends Nov 11th, Dec 2nd, Dec 3rd, Dec 9th and Dec 10th.

This part-time seasonal position pays \$8/hour.

To apply, please send resume and optional cover letter to Leslie Baumgart, Director of Sales at lbaumgart@evansvillephilharmonic.org.