



# STRINGS MUSIC FESTIVAL

## Box Office Representative

### Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The festival, now in its 38th year, features popular contemporary music, classical programs, youth and family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 24,000 audience members, and provides more than half of events at no cost. The festival's annual budget is \$3 million.

### Position

Strings Music Festival seeks part-time Box Office Representative on event days from September-April. The position could continue through August, 2026 and include day shifts and event shifts throughout the year.

Winter and summer Festival Season, reporting to Audience Services Manager and Box Office Director.

### Roles & Responsibilities

- Ensure a thorough knowledge of events at the Pavilion and offsite.
- Sell tickets (walk-ups, phone calls, and online orders).
- Sell strings and artist merchandise from gift shop.
- Monitor emails and phone calls.
- Work with community volunteers during concerts.
- Handle cash, checks and credit cards with honesty and integrity.
- Ensure patron records are maintained and accurate.
- Assist staff with assorted tasks.

September – May Schedule:

- Shift starts two hours before event and ends 30-45 minutes after end of event, mostly nights and weekends.

June – August Schedule:

- Shifts varies between 4-6 hours including days, weekends, and nights.

## Experience & Qualifications

- Excellent customer service, communication skills and phone etiquette.
- High level of accuracy and attention to detail.
- Ability to work efficiently with little or no supervision.
- Ability to stay calm under pressure and handle high volume situations.
- Ability to work flexible hours, including evenings, weekends, and holidays.

## Compensation

\$16-20 per hour

## How to Apply

Email resume to [jobs@stringsmusicfestival.com](mailto:jobs@stringsmusicfestival.com). No phone calls please. Strings Music Festival is an Equal Opportunity Employer.

Strings Music Festival is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.