



## **Box Office Staff \* Bethel Woods Center for the Arts Bethel, NY**

**Overview:** Bethel Woods Center for the Arts is seeking Box Office Staff in Bethel, NY.

Box Office Staff serve as an initial point of contact, responsible for providing exceptional customer service and troubleshooting skills while facilitating ticket sales. Your primary duties include processing ticket transactions accurately and efficiently, answering inquiries about event details, seating options, and ticket availability, both in person and over the phone.

As a Box Office Staff Member at Bethel Woods Center for the Arts, situated at the historic site of the Woodstock 1969 festival, you play a vital role in preserving the legacy of one of the most iconic events in music history. Your responsibilities encompass more than just selling tickets; you serve as a knowledgeable ambassador for the venue, providing guests with information about upcoming events, seating options, and the significant history of the site. With a friendly and welcoming demeanor, you assist guests in navigating their ticketing needs, ensuring a seamless and enjoyable experience from the moment they arrive.

### **Qualifications:**

Excellent customer service skills with a friendly and approachable demeanor.

Strong communication skills to effectively interact with guests and team members.

Attention to detail and accuracy in processing ticket sales and handling financial transactions.

Ability to work efficiently in a fast paced environment, especially during peak event times.

Familiarity with ticketing software and computer proficiency is a plus.

Flexibility to work evenings and weekends as required by event schedules.

Problem solving skills to address ticketing issues and handle inquiries from guests.

Previous experience in customer service, sales, or hospitality is preferred.

Quality Standards: Be a proud member of our team inside and out! Bethel Woods Staff:

Always come to work and are on time.

Have a neat and professional appearance.

Have a friendly and courteous demeanor.

Have strong communication skills.

Understand and successfully execute the job duties.

Are capable of handling typical issues and problems professionally.

**Requirements:**

Drug Screening

Own Car

**Shift and Salary;** This is a Part-Time position, Monday-Sunday, shift varies, \$17.50 hourly

**To apply** email resume to [hr@bethelwoodscenter.org](mailto:hr@bethelwoodscenter.org)