

# PAYOMET

## PERFORMING ARTS CENTER

**Box Office Associate**  
**Payomet Performing Arts Center**  
**North Truro, MA**

### **Position Details**

- Part-time, seasonal, 15-25 hrs/wk (May–October 2026)
- Flexible schedule including evenings, weekends, and holidays
- \$25/hour to start
- Reports to Manager / Executive Director

### **Responsibilities**

- Assist customers with ticket purchases by phone, email, and in person
- Answer customer questions in a timely and professional manner
- Process ticket sales and exchanges through the ticketing system (Showare)
- Help prepare Patron and volunteer lists pre-show through Showare & Bloomerang
- Maintain a clean, organized, and welcoming box office space
- Support cash handling and end-of-day reconciliation
- Assist with other front-of-house, volunteer and administrative tasks as needed

### **Qualifications**

- Strong customer service and communication skills
- Comfortable using computers, email, and basic office software
- Organized, dependable, and able to multitask in a sometimes fast-paced environment
- Comfortable handling cash and transactions accurately
- Positive attitude and ability to work well with a team
- Interest in live events, music, or the arts preferred
- Previous box office or retail/customer service experience a plus

### **How to Apply**

To apply, email your cover letter and resume as a single PDF file to [info@payomet.org](mailto:info@payomet.org) with "Box Office Manager" in the subject line. The cover letter should include relevant experience, how you became aware of the position, and any direct experience you have had with similar positions and organizations. No phone calls, please.