



JOB DESCRIPTION

JOB TITLE: Customer Care Representative (part-time)

DEPARTMENT: Patron Services

REPORTS TO: Box Office Manager

POSITION SUMMARY:

The Indianapolis Symphony Orchestra is seeking a motivated and energetic person for a part-time position to assist in the day-to-day Box Office operations and during performances. The primary responsibility of this role is to guarantee an exceptional level of customer service by selling tickets and providing event information. Training on Tessitura ticketing software will be provided.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Provide superior customer service to all patrons and employees by:
 - Greeting patrons as they approach the box office with a smile and a pleasant attitude
 - Providing accurate event information such as ticket availability, prices and other information on Indianapolis Symphony Orchestra events and Hilbert Circle Theatre rentals
 - Answering questions and directing patrons to appropriate locations or individuals
 - Thanking every patron served for their patronage
 - Assisting in resolution of guest conflicts and complaints
- Proactively sell tickets at the box office window and via inbound phone calls, making additional recommendations when appropriate to increase revenue
- Provide support for Box Office related tasks such as filing, mailing, answering emails, quality insurance checks, accurate data entry, etc.
- Maintain a well-organized, clean and shared work area

- Accurately provide customers with information regarding Hilbert Circle Theater and Indianapolis Symphony Orchestra ticket policies and general theater policies
- Assume the responsibility for contents of the cash drawer, and consequently the accurate completion of ticket transactions and daily reconciliation
- Present a positive image of the Indianapolis Symphony Orchestra to customers. Ensure a pleasant Hilbert Circle Theater experience by being courteous, efficient, informative and enthusiastic at all times
- Provide valuable information to the Box Office Manager by reporting customer comments, views, noticeable trends, problems, etc.
- Perform other related duties as assigned

MINIMUM REQUIREMENTS:

High School diploma plus six months related experience, preferably in a customer service position. Excellent interpersonal skills, ability to remain calm under pressure and accurate typing skills are imperative. Position requires the ability to sit, stand for long periods of time, lift heavy objects (30lbs), work outside during the summer, and available to work weekday, evening, weekend and holiday hours. Must have reliable transportation to off-site events. Tessitura or ticketing software preferred. This position requires an individual with excellent public relations and interpersonal skills.

INTERPERSONAL CONTACTS:

INTERNAL:	Daily contact with employees and musicians.
EXTERNAL:	Continual contact with customers and the general public.

CONTENT OF CONFIDENTIAL INFORMATION:

Credit card information from customers. Internal communication relating to artists, concerts and staff.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**