



MOAB MUSIC FESTIVAL

music in concert with the landscape®

Box Office Assistant

The Box Office Assistant supports our Box Office Manager with customer service, ticket buying and patron check-in, both in our office and on-site at our many different venues. They will also be responsible for email communications to patrons regarding upcoming events to ensure they have the most up-to-date information. They must be comfortable with telephone communications and able to assist patrons on the phone in addition to through email.

We're looking for an individual with a positive and outgoing personality, who is interested in helping our many patrons with ticketing and concert information. They must be comfortable with Microsoft 365 (Outlook and Excel). We'll train prospective seasonal employee on our specific ticketing and payment systems, but having experience handling money and transactions is a plus.

They'll be part of a small team of seasonal staff, crew, and volunteers that join the annual Festival every year to ensure it is a success.

Terms: Seasonal employment. Must be able to work outside in the field Box Office where concert events take place (approx. 2 hrs./day mornings or evenings) and work inside the office Mon-Sat 10am-2pm (Approx 3-4 hrs./day).

The position is part-time from August 24 - September 18, 2026.

August 24-31, flexible hours

September 1-15, average 20-30 hours/week

They must be able to lift and move up to 30 lbs. They must have a driver's license.

Compensation: \$20/hour, exempt. Qualifies for overtime. Mileage reimbursed at 72.5 cents per mile.

Email resume and references: jobs@moabmusicfest.org