

Boston Early Music Festival

International Baroque *Opera* • Celebrated *Concerts* • World-famous *Exhibition*

Kathleen Fay, *Executive Director*

Boston Early Music Festival; Merchandise and CD Store Sales Assistants

The Boston Early Music Festival is seeking a highly motivated candidate for the June 2017 Festival in the area of **Merchandise and CD Store Sales Assistants**.

Under the direction of the BEMF administrative team, the **Merchandise and CD Store Sales Assistants**' duties will include selling CDs and merchandise at various Festival venues, assisting customers with purchases, assisting with setup of sales locations, assisting with inventory management, and handling financial transactions on behalf of the Boston Early Music Festival. This position will require being on-site during the June Festival week, but exact dates, times, and locations will be determined by candidate's qualifications and availability.

Candidates for this position should be comfortable working in a fast-paced environment, show responsibility handling financial transactions, have highly-developed interpersonal skills, an advanced ability to problem solve, strong organizational expertise, strong computer proficiency, the ability to work independently, and a dedication to the performing arts.

Previous experience in retail sales, concert management, or non-profit administration is encouraged, but not required. Familiarity with the arts is strongly encouraged.

Compensation: Commensurate with experience; candidate is also granted complimentary admission to all Festival events for which time and workload permit.

Dates of residency: June 11-18, 2017 (dates and times vary per venue location)

To apply for this position, please submit your resume and a letter of interest to Carla Chrisfield at carla@bemf.org, or fax to 617-661-1816. For more information please call 617-661-1812.

Applications are due no later than Monday, April 17, 2017.

Candidates are expected to provide their own housing in Boston, Massachusetts for the duration of the contracted period.