



2335 KALAKAUA AVE, HONOLULU HI 96815 | 808-777-4890 | BLUENOTEHAWAII.COM

Position: Box Office & Gift Shop Attendant

Salary: \$14.00 an hour

Job Type: Part-time

Schedule: Varies from weekend availability, day shift, evening shift, on-call. 4, 6 and 8-hour shifts.

Blue Note is an international premier music venue. The Hawaii club is located on the second floor of the Outrigger Waikiki Beach Resort. We host amazing talent from across the globe. Blue Note Hawaii features leaders in jazz, as well as musicians of other genres, including reggae, rock, pop, comedy and top local island artists. Joining our family, you will be part of creating memorable experiences for guests and artists.

Job Overview:

We are looking for an upbeat and outgoing individual to be the frontline face of Blue Note Hawaii. As a box office attendant you are normally the first interaction our guests encounter. You will need to be welcoming and engaging. A passion for music and comedy is a plus. Retail and box office experience is encouraged.

General Responsibilities Include

- Answering incoming calls from guests, businesses and artists
- Answering incoming emails and forward to appropriate departments as needed
- Answer general questions such as parking and showtimes
- Take orders for tickets to shows over the phone
- Take walk up orders for tickets to shows
- Familiarize yourself with upcoming events and artists
- Maintain gift shop and displays such as dusting, vacuuming, refolding and restocking
- Operate a point-of-sale cash register
- Assist with monthly inventory counts
- Count in/out artist merchandise
- General office duties as assigned

Perks:

- On your scheduled days off, seating permitting, you can attend shows
- Discount on food and beverage purchases
- Discount on store merchandise

Requirements:

- Covid vaccination
- Basic math skills & ability to make change
- May be required to lift boxes up to 30lbs
- Excellent customer service and interpersonal skills
- Proficiency with computers and various programs

