



**Job Title:** Assistant Concessions Manager

**General Description:** This position assists the concessions manager in oversight of all concession's employees at the Cape Cod Melody Tent and provides support when necessary.

**Duties/Responsibilities:**

- Assists the concessions manager in hiring and training of all Food & Beverage concessions staff
- Monitors show schedule to assist in the scheduling of concessions employees
- Ensures that concession stands are properly stocked for all events
- Handles customer concerns courteously. Position is very hands on and includes excessive interaction with staff and customers during events
- Responsible for accurately completing daily show concessions reports and all sales reconciliations
- Oversee and verify the tip disbursement at the end of each show
- Excellent written and verbal communication skills
- Competence in use of PC or MAC, ability to text, utilize email, Word, and the Internet

**Qualifications:**

- Concessions experience and 2 years management experience preferred
- **TIPS Certification required**
- Communicate and coordinate effectively with management and peers
- Ability to address and handle customer concerns courteously and respectfully
- Reliable, responsible, and dependable

**Physical Demands/ Working Environment:**

- Must be available for "ALL" show dates in the Season, from April – Labor Day
- Able to lift 50 pounds
- Prolonged periods of standing, bending, walking, twisting, and climbing stairs
- Ability to work outside in varying temperatures, fast-paced environment and often loud
- Reliable transportation to and from work

*Cape Cod Melody Tent in Hyannis, MA and the South Shore Music Circus in Cohasset, MA, are sister venues, each with a 2300 seating capacity for all-ages. Our venues are seasonal and are tented outdoor theaters. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 69 years.*

Apply online at <http://www.melodytent.org/contact/employment-opportunities/>

or <http://www.themusiccircus.org/contact/employment-opportunities/>