

POSITION VACANCY

Town of Huntingdon

The Dixie Carter Performing Arts and Academic Enrichment Center

The Town of Huntingdon is currently accepting applications for a Box Office Assistant position at the Dixie Carter Performing Arts Center. Application forms may be obtained at the Department of Finance and Administration in Huntingdon City Hall, 19810 East Main Street. All applications for this position must be filed at that same office no later than 5:00 p.m., May 20, 2026.

The Box Office Assistant provides front-line customer service and administrative support for the Dixie Carter Performing Arts Center's ticketing operations. This position assists patrons with ticket purchases, event information, and general inquiries while ensuring a welcoming and professional experience for all guests. The Box Office Assistant plays an important role in supporting smooth event operations and maintaining accurate ticketing records.

The Town of Huntingdon is an Equal Opportunity/Affirmative Action Employer. All applicants will be considered on qualifications and suitability only without regard to race, color, religion, sex, handicap, age or national origin. All employees are initially hired on a 90-day probationary period. Contact Human Resources- Michelle Anglea at 731-986-2900 or email at manglea@huntingdonch.com

Kim Carter
Recorder