



Box Office Representative

- Term of Employment:** Seasonal work – August to October 2019
- Pay Rate:** \$14/hour
- Reports to:** Box Office Coordinator
- Hours:** Full-time and part-time position available.
Must be available to work evenings, weekends and holidays.

RESPONSIBILITIES

- Frontline greeting and customer service
- Maintain accurate customer records and handle financial transactions related to ticket sales
- Perform daily opening and closing procedures – related to physical venue and financial reporting
- Be knowledgeable of all Playhouse activities and history
- Follow work schedule as assigned by Box Office Coordinator
- Perform other duties as assigned by Box Office Coordinator, Operations Manager and Managing Artistic Director

PERFORMANCE REQUIREMENTS

- Be a positive and enthusiastic person!
- Be able to work well individually and in a team setting
- Possess excellent communication skills – in-person, by telephone and in writing
- Have extensive customer service experience
- Be proficient in Microsoft Word and Excel; *additional ticketing/reservation software knowledge is an asset but not required*
- Maintain a neat and well-groomed appearance, adhering to the TIP uniform requirements
- Be flexible, organized and detail-oriented while working in an ever-changing environment

TO APPLY

Please send your resume and cover letter to Jeremy Settle, Box Office Coordinator at jeremy@1000islandsplayhouse.com or deliver to 185 South Street, Gananoque, ON K7G 1A1.

Applications will be reviewed as they are received.

For more information about the Thousand Islands Playhouse, visit www.1000islandsplayhouse.com