



Box Office Representative

Term of Employment: Mandatory training will take place the week of April 29, 2019
Seasonal work begins early-May.

Pay Rate: \$14/hour

Reports to: Box Office Coordinator

Hours: Full-time and part-time positions 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 by **4:00pm on Friday, February 15, 2019** to Jeremy Settle, Box Office Coordinator at jeremy@1000islandsplayhouse.com or deliver to 185 South Street, Gananoque, ON K7G 1A1. *Interviews are currently scheduled for the week of February 25, 2019.*

While all applications are considered, only those selected for an interview will be contacted.

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