Box Office Representative

Full Time & Part Time positions available
20 weeks with possible extension – starting mid-May 2017
Must be available to work evenings, weekends and holidays

RESPONSIBILITES

- Frontline greeting and customer service
- Engage with customers during the acquisition of tickets for Playhouse plays/events
- Maintain customer records and handle financial transactions related to ticket sales
- Perform daily opening and closing procedures – related to physical space and financial reporting
- Be knowledgeable of all Playhouse activities and history
- Perform other duties as assigned by the Box Office Manager & General Manager

QUALIFICATIONS

- Be a positive and enthusiastic person!
- Possess excellent communication skills - in-person, by telephone and via email
- Have at least 2 years of customer service experience
- Be proficient in Microsoft Word and Excel; additional ticketing/reservation software knowledge is an asset
- Be flexible, organized and detail-oriented while working in an ever-changing environment

TO APPLY

Please send your resume and cover letter by Friday, March 17, 2017 to:
Susie Allan, Box Office Manager susie@1000islandsplayhouse.com
or deliver to 185 South Street, Gananoque ON K7G 1A1

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