



CANADA'S
DOCKSIDE
THEATRE

BOX OFFICE REPRESENTATIVE

Term of Employment: Seasonal work from May – November, 2024

Reports to Audience Services Manager

Rate of pay: \$17.00 per hour

Full-time and part-time positions available

Must be available to work evenings, weekends and holidays

RESPONSIBILITIES

- Customer service excellence as part of a front-line team
- Maintain accurate customer records and handle financial transactions related to concession, merchandise and ticket sales
- Perform daily opening and closing procedures – related to physical venue and financial reporting
- Be knowledgeable of Thousand Islands Playhouse history and current events
- Follow work schedule as assigned by Audience Services Manager and attend staff meetings and other training as required

PERFORMANCE REQUIREMENTS

- Positivity and enthusiasm!
- Ability to work well individually and as part of the team
- Possess excellent communication skills – in-person, by telephone and in writing
- Proficiency in Microsoft Word and Excel is ideal; *additional ticketing/reservation software knowledge is an asset but not required*
- Must be comfortable adhering to Thousand Islands Playhouse uniform standards and requirements
- Ability to be flexible, organized & detail-oriented while working in an ever-changing & fast-paced environment

TO APPLY Please send your resume and cover letter by to Sarah Dennison, Audience Services Manager, by April 6th, 2024 sarah@1000islandsplayhouse.com

The Thousand Islands Playhouse is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis. We are committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation, please let us know.

Thousand Islands Playhouse

Managing Artistic Director, Brett Christopher

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1000ISLANDSPLAYHOUSE.COM