



Front of House & Box Office Representative

Term of Employment: Seasonal work from July – November, 2023

Reports to: Audience Services Manager

Hours: Full-time position 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: sarah@1000islandsplayhouse.com or deliver to 185 South Street, Gananoque, ON K7G 1A1

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

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