

Job Title: Box Office Attendant

The Blyth Festival is currently searching for candidates to fill the seasonal positions of **Box Office Attendant** for the 2023 summer season. **This hourly contract position will start in late May or early June 2023 and may conclude as late as September 15, 2023.**

In 2023, the Blyth Festival will produce a season of seven Canadian plays (2 world premieres) at Blyth Memorial Hall and the outdoor Harvest Stage. The work of this position may take place both **indoors and outdoors.**

KEY RESPONSIBILITIES

Reporting to the Box Office Manager, the responsibilities include but are not limited to those normally associated with a similar position in other professional Canadian theatre companies. The Box Office Attendant will

- Interact in a helpful, courteous and professional manner with customers by phone, email and mail and promptly attend to their requests for tickets and/or information
- Process ticket orders in accordance with approved policies
- Record revenue transactions and collect data including names, addresses, telephone numbers and other survey information as requested by supervisor
- Maintain and update mailing list information using Theatre Manager program
- Communicate with patrons in advance of their visit to Blyth to provide updated information about attending a play during COVID-19.
- Attend production previews and other Blyth Festival events as required
- Perform daily box office duties i.e. pick up/sort mail, bank deposit, day-end procedures
- Work closely with Blyth Festival Front of House team to ensure patrons receive customer service excellence during their visit(s) to the Blyth Festival
- Assist the Front of House team in scheduling of volunteers
- Assist the Front of House team with daily patron check-in and greeting procedures
- Complete and submit weekly timesheets;
- **From time to time the Box Office Manager, and other Managerial Staff may assign additional duties.**

REQUIRED SKILLS:

- Must be 16 years of age or older
- Computer literacy
- Ability to work a variety of hours, including evenings and weekends
- Willingness to answer the phone and engage patrons in conversation
- Team player
- Prior customer service experience is an asset

VACCINATION:

To support the health and safety of our workplaces and our community, Blyth Festival requires all employees to be fully vaccinated against COVID-19 with an Approved Vaccine

COMPENSATION: \$18.00/hr + 4% vacation pay

HOW TO APPLY:

To apply for this position, send a cover letter and resume to careers@blythfestival.com. Applications will be reviewed on a rolling basis. Please include in the subject line: **Box Office Attendant**

Blyth Festival thanks all applicants but will respond only to those selected for an interview.