

## CAREER POSTING

## Box Office Representative

Reports to: Box Office Supervisor  
Venue Services Director

Type: Hourly, Part-Time/Casual

Western Canada Theatre, operating the Kamloops Live! Box Office (KLBO), searches for a **BOX OFFICE REPRESENTATIVE**. The role is a part-time position and is ideally suited for students or anyone desiring a variable schedule that includes some day, evening & weekend shifts.

## Duties include:

- Provide exemplary customer service to box office customers and clients;
- Closing ticket sales and providing event information to customers;
- Process ticket sales, print requests, and other ticketing services into the Theatre Manager ticketing system;
- Answer telephone calls and in-person inquiries for KLBO clients;
- Accurate entry of ticket sales and payment information;
- Cash handling and till management;
- Printing & packaging of tickets;
- The support of special ticketing and/or marketing projects for our clients, as required.

## The successful candidate will meet the following qualifications:

- Previous sales & customer service experience, including managing a float and a pleasant telephone demeanor;
- An interest in live performance;
- Handles confidential information discreetly;
- Able to work a variety of shifts on a flexible schedule, including some days, evenings, weekends and split shifts;
- Able to work independently;
- Prior box office and/or ticket sales and/or front-of-house experience, an asset.

This is a part-time, casual position, and is paid on an hourly basis. Starting salary is \$14.50 per hour, with room for growth. Box Office hours during the season are 10am-6pm, Monday through Saturday, plus evening/weekend shifts for performances. We are currently searching for a variety of shifts during our operating hours, including days, event shifts, and a regular Saturday commitment. Please indicate your availability in your cover letter.

Interested applicants should submit a cover letter, resume, and references to:

Shevaun Fortune, Venue Services Director

[careers@wctlive.ca](mailto:careers@wctlive.ca)

Submissions will be received until a suitable candidate is found.

*Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.*