

JOB POSTING



Box Office Manager

For over 30 years, the Shakespeare on the Saskatchewan Festival has produced the works of Shakespeare on the banks of the South Saskatchewan River and attracted visitors from across the province, the country, and the world. We strive to create a warm, relaxing, and inviting atmosphere for our patrons so they can truly enjoy their theatrical experience. Our Box Office Manager is an integral part of this vision as they will be our patron's first contact with the festival, and will be responsible for accuracy of ticket booking and answering any questions our patrons may have about the festival.

Working under the supervision of the Operations Manager, the Box Office Manager's duties and responsibilities will include but not be limited to:

- Responsible for the courteous and efficient processing of public ticket sales and the financial integrity of the box office
- Be a proactive member in marketing of the Festival's offerings by providing information regarding the Shakespeare on the Saskatchewan Festival via phone, in person, and by email, ensuring our patrons receive the highest standard of customer service
- Provide daily sales reports with reconciliation of box office receipts and sales
- Liaising with Front of House staff and Stage Management to coordinate prompt seating and curtain times
- Work with other Box Office, Administrative and Publicity personnel for special event ticketing
- Be an active member of the sales team in order to track seasonal targets
- Other duties as assigned

HOURS OF WORK: Full Time (32 to 40 hours/week). Typical shift is 11:30am to 8:30pm.

RATE OF PAY: \$12.29/Hour

DURATION: June 6, 2019 to August 21, 2019

APPLICATION DEADLINE: April 15, 2019

Qualifications:

1. Must be 30 years of age or younger as of August 21, 2019
2. Possess solid organizational and communication skills
3. Have an outgoing personality and be comfortable dealing with the public
4. Be adept at cash handling and reconciliation
5. Availability to work daytimes, early evening and weekends during the summer
6. Enjoy working outdoors and able to work in inclement weather
7. First Aid or equivalent training is an asset
8. Experience working in customer service will be considered an asset
9. Post-secondary training especially in business, finance, and/or theatre will be considered an asset

This position is subject to SOTS receiving funding through the Canada Summer Jobs Program. In order to be eligible, applicants must be 30 years old or younger. We are interested in submissions from diverse communities as we welcome all voices in our organization. All qualified individuals are encouraged to apply.

Please mail or email resume with cover letter and 2 references to:

Shakespeare on the Saskatchewan Festival Inc.

Box 1646, Saskatoon, SK S7K 3R8

E-mail: om@shakespearesask.com

Attn: Melanie Rogowski

Email Subject Line: BOX OFFICE MANAGER 2019

NO PHONE CALLS PLEASE

Applications without a cover letter will not be accepted