



**Theatre 3x60/Theatre on the Ridge**  
**Position Description**

**Box Office and Group Sales Coordinator**  
**7 month Part-time contract (to December 15, 2022)**  
**750 hours @ \$20/hr**  
**Gross - \$15,000.00**  
**Start Date: June 15, 2022**

The position of Box Office and Group Sales Coordinator (BOGSC) supports the company's mission and values with specific knowledge and work experience in the areas of ticket sales and communications. The BOGSC will work with the General Manager and Marketing Director to ensure the smooth implementation of the company's box office, patron communications and group sales development.

**Goal:** To execute and support key box office management and sales tasks as designated, to maintain viability, enhance audience/participant experiences, including the smooth implementation of ticket sales, audience development, communications and any safety protocols, and support the transition of online sales to a new company website.

**General responsibilities:** This position executes and supports key tasks in the areas of ticket sales set up and execution, patron liaison & communication, including group sales recruitment and supports content development and media release distribution relating directly to ticket sales and liaising with front of house activities. It may also include the coordination and execution of Theatre on the Ridge media releases and other marketing information distribution, program and event coverage and documentation directly relating to box office and ticket sales. The BOGSC will report to and work under the direct supervision of the General Manager, with support from the Marketing Director. This position will work remotely and on site (in compliance with any health and safety protocols and restrictions) with appropriate event and program personnel as required, including the General Manager, dependent on the task and event/program. Training and resources will be provided on existing box office software used. The BOGSC will also support the General Manager with the box office set up on the new website.

**Requirements**

The ideal candidate will have experience in general media and communications, ticket and event sales, or equivalent computer and technical proficiencies, the arts and theatre sectors; and will be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Previous ticket sales/box office and communications experience ideal
- Previous experience with online sales platforms and programs such as Square, Eventbrite an asset
- Knowledge of analytics is an asset

- Previous theatre experience and knowledge in any area is an asset
- Strong written/oral communications and interpersonal skills, including customer relations
- Strong organization and time management skills
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Ability to work well with multiple team players and Theatre 3x60 personnel
- Ability to represent and advocate for the organization and the sector.
- A passion for live theatre and storytelling, and an understanding of the importance of delivering a positive audience experience is essential.
- Familiarity with multiple social media platforms (Facebook, Instagram, Twitter) is an asset

**The successful candidate must have access to independent, reliable transportation as relates to any on site requirements of the position.**

**This position includes weekend and evening hours as required.**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [info@theatre3x60.ca](mailto:info@theatre3x60.ca). We thank all applicants for their interest, but will be contacting only those candidates required for an interview.

*“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available.”*