

We're recruiting for...

Box Office Operator

The Guest Services team, comprised of both Box Office and Front of House staff, ensures all our patrons' experiences at Confederation Centre of the Arts are memorable. Box Office Staff are generally responsible for the first interactions with all guests, on the phone and in person, related to ticket sales & reservations, and responding to inquiries about programming at the Centre.

Candidates interested in applying for a position in the Box Office must:

- be available to work flexible hours between 9am and 9pm, Monday – Saturday;
- have experience handling cash and using a computer; and
- have outstanding customer service skills.
- Bilingualism and experience working in history, arts and/or culture are all considered as assets for this position.

In addition to the experience requirements listed above, the knowledge, skills, abilities, and other characteristics that are required in this role include:

- Excellent verbal communication, customer-service, and interpersonal skills;
- Self-motivation, and a positive, team-player attitude;
- Excellent listening skills and problem-solving skills;
- Ability to work independently and as part of a team;
- High level of personal and professional integrity and accountability;
- Engaging level of enthusiasm and humour;
- Ability to build and maintain relationships with customers; and
- Ability to adjust actions and/or plans in relation to external and influencing factors.

Front of House Staff are employed in accordance with the IATSE Local 906B Collective Agreement on full-time or part-time basis.

How to Apply

By email to the attention of Sam Doyle, HR Manager at careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

Closing Date: October 25, 2021