

## We're Recruiting For...

### Box Office Operator (Guest Services)

The Guest Services team, comprised of both Box Office and Front of House, 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 and 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
- Have outstanding customer service skills
- Bilingualism and experience working in history, arts, and/or culture are all considered as assets for this position.

#### Knowledge, skills and abilities:

- Excellent verbal communication, customer service, and interpersonal skills
- Self-motivation and a positive, team-player attitude
- Excellent listening 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
- Ability to adjust actions and/or plans in relation to external and influencing factors

Posted Date: Friday, February 7, 2025

Union Jurisdiction: IATSE B906

Classification: Box Office Operator

The starting hourly rate is \$16.10

Casual position: Full and Part-Time hours available

### How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or 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 promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.



CONFEDERATION CENTRE OF THE ARTS  
CENTRE DES ARTS DE LA CONFÉDÉRATION

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**Closing Date: Friday, February 21, 2025**