

ALBERTA THEATRE PROJECTS

JOB POSTING – BOX OFFICE ATTENDANT

Alberta Theatre Projects is preparing for our next season of producing live, professional, contemporary theatre in Calgary.

We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future of how our company can be a leader in new play development and producing the finest contemporary theatre that engages our community by reflecting their stories on stage.

As we welcome Rohit Chokhani as our new Artistic & Executive Director, Alberta Theatre Projects is in a high growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre, and we can't wait for you to join us on this journey.

We are recruiting for frontline professionals to join us on a part-time casual basis to be part of the magic of the theatre experience. Reporting directly to the Ticket Sales Manager, this is a part-time position with shifts occurring during evenings and weekends when there is a production on stage.

WHO YOU ARE

In this part-time, term position, you'll be the first person patrons see as they come to the theatre for an experience with Alberta Theatre Projects.

You'll work independently as the only box office professional for the shows you're scheduled for, and offer a friendly and helpful experience to patrons picking up tickets, buying tickets, or inquiring about anything related to their purchases. You might also come in to the administrative offices to help with sales strategies managed by the Ticket Office.

We can't wait to welcome an energetic and collaborative person that can easily integrate into a culture that thrives on kindness, excellence, and reflecting our community.

WHAT YOU ARE RESPONSIBLE FOR

- Assisting patrons in person with ticketing requests of all types
- Maintaining positive relations with the public through the delivery of exceptional customer service
- Selling subscriptions and gift cards in the lobby during intermission
- Participating in outbound calling on our telemarketing sales campaigns
- Maintaining accurate information in our ticketing and database software
- Providing support to the Ticket Sales Manager with various organizational duties
- Other duties as assigned

WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- Strong organizational skills necessary to prioritize and manage concurrent initiatives
- Strong attention to detail and a high degree of self-motivation
- The ability to work both independently and within a team
- Previous experience in sales will be a strong asset for this role
- Experience on ticketing software is an asset, but training will be provided

WHAT WE CAN OFFER

This role is part of the box office staff group and will be remunerated at \$17.00 per hour.

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COVID-19 VACCINATION

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before any in-person shifts commence. Employees must provide proof of their vaccination status to our human resources department.

DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

We encourage applications from all individuals, regardless of gender, age, race, creed, sexual orientation, family status, and physical ability.

If you require any accommodations during the hiring process, please email ssoprovich@atplive.com in confidence.

APPLICATION PROCESS

Please email a letter of interest and resume in confidence to Susan Soprovich at ssoprovich@atplive.com. Please send your application by 5:00pm on Tuesday, January 18th, 2022.

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, please. For more information about Alberta Theatre Projects please visit our website <http://www.albertatheatreprojects.com>