

BOX OFFICE COORDINATOR

Job Type: Contract

Duration: 30 hours/week for 10 weeks

Hourly Rate: \$14.25/hour

Start Date: May 25, 2020

Application Deadline: April 1, 2020

The Hamilton Fringe Festival is currently seeking a Box Office Coordinator for a contract position that begins May 25, 2020. Reporting to the Festival Director, this individual will supervise and coordinate all Front of House and Box Office operations for 2020 Hamilton Fringe Festival.

Key Areas of Responsibility

- Responsible for all front of house and box office preparations leading up to the festival.
- Responsible for selecting, supervising and training of Venue Captains and Box Office Volunteers.
- Acting as first point of contact for the Venue Captains during the daily operations of the box offices at each of the venues during the 2020 Hamilton Fringe Festival.
- Responsible for the daily reconciliation of box office paperwork.
- Responsible for health and safety training of volunteers assigned to Box Office positions.
- Responsible for the oversight and troubleshooting of the online ticket processing system
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the General Manager.

Professional Qualities and Skills

- The ideal candidate will be a hardworking, organized, and motivated individual with an interest in making a contribution the arts and the Hamilton community.
- High level of financial literacy.
- Experience working with cash handling, basic accounting, and computation.
- Knowledge of online ticketing systems is an asset.
- Ability to problem solve under pressure while maintaining a friendly demeanour.
- Interest and/or experience in arts administration and management.
- Leadership skills and ability to self-direct as well as work well with supervisors and peers.
- Excellent oral and written communication skills.
- Ability to accommodate a schedule that will sometimes require work on evenings and weekends.
- Working knowledge of the Occupational Health and Safety Act.
- Previous experience in a box office or festival environment is an asset.
- Valid driver's license is an asset.
- Valid first aid certification is an asset.

To apply: Please send a cover letter and resume by April 1, 2020 to manager@hamiltonfringe.ca with 'Box Office Coordinator' in the subject line. Please state if you are currently enrolled as a student within your cover letter. Please submit files in a single PDF file titled: your first name_your last name Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.