

Box Office Attendant - Part Time on Call

DEADLINE: Open until Filled

Kay Meek Arts Centre is a performing arts venue in the heart of West Vancouver. Every year KMAC presents a season of more than 50 concerts, plays, dance performances, films, speakers and other special events in the 500-seat Grosvenor Theatre and the intimate McEwen Studio Theatre. When not being used for its own presentations, the Kay Meek Arts Centre facilities are available for rent to arts and community groups, including West Vancouver School District (SD45). The combination of hosted, rental and SD45 shows means the facility presents more than 300 performances every year.

The values of the Kay Meek Arts Centre are **Learning, Leading, Welcoming**, and **Engaging**. We value diverse perspectives, experiences and cultures and are committed to inclusivity in our workplace.

WEBSITE: kaymeek.com

RESPONSIBILITIES

Reporting to both the Director of Venue Services and the Executive Director, this position is responsible for shift coverage during daytime and evening operating hours in the box office.

DUTIES:

- Work at the Box Office during regular Box Office hours (Tuesday and Thursday, 12pm-4pm) and during ticketed events: answering phones, selling tickets in-person & over the phone, returning phone messages & emails; assisting patrons with web sales
- Process sales in Spektrix
- Reconcile debit, cheque, and credit card transactions
- Provide patrons with information about KMAC events while offering the highest quality customer service
- Other duties as required

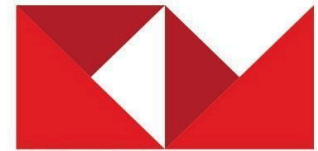
QUALIFICATIONS:

- 1 year of experience in Box Office duties in performing arts venues and/or applicable customer service experience.
- Highly organized, reliable, detail oriented and self-motivated worker who is able to work independently, and has superior communication and people skills
- Ability to: work under pressure in a fast paced, reactive environment; work flexible hours including mornings, evenings, and weekends
- Strong Computer skills; experience in Spektrix ticketing software and/or any ticketing software is an asset.

HOW TO APPLY:

Please submit cover letter and resumé as PDF or Word document, BY EMAIL ONLY. Kay Meek Arts Centre Email: becky@kaymeek.com *Please note the position title in the subject line*

REMUNERATION: \$20 per hour



**KAY
MEEK
ARTS CENTRE**

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