

JOB POSTING

BOX OFFICE CUSTOMER SERVICE REPRESENTATIVE

4th Line Theatre, an outdoor theatre company located in Millbrook, Ontario, is currently looking for a full-time **Box Office Customer Service Representative** for our 2020 summer season.

As one of the primary points of contact for our patrons, this position plays an essential role in establishing and developing the relationship between 4th Line Theatre and its patrons. The representative facilitates the sale of tickets and related items while ensuring our theatre patrons enjoy a memorable farm experience.

Start Date: Tuesday, June 23, 2020

End Date: Saturday, August 29, 2020 (10 weeks)

Skill Requirements:

- Excellent interpersonal and communication skills with a strong attention to customer service excellence.
- Detail oriented and highly organized individual.
- Advanced PC computer skills in MS WORD, EXCEL and OUTLOOK.
- Enjoys working as part of a fast-paced team environment.
- Keen interest in the performing arts and tourism sectors.
- **Must have valid Ontario Driver's Licence and access to a vehicle.**

Responsibilities of this position will include:

- Assisting with telephone, online and in-person ticket, subscription, and group package sales, as well as processing donations.
- Assisting in handling patron requests for special needs.
- Assist with donor stewardship.
- Ensure preparation of daily report and daily sales reconciliations.
- Maintain a clean and welcoming environment for theatre patrons.
- Greeting patrons and providing information.

Employer Information:

4th Line Theatre is an award-winning outdoor theatre company that presents regionally based, environmentally staged, historical dramas. Our performance venue is located on the Winslow Farm, just outside Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website www.4thlinetheatre.on.ca

Please send a resume and cover letter by **February 14, 2020** to:

Lindy Finlan
General Manager
lindy@4thlinetheatre.on.ca



***If applying by email, please note the position title in the subject line of your email.**