

Careers

Box Office Clerk Casual



The Kelowna Community Theatre (KCT) delights audiences with over 200 bookings a year ranging from comedy to music, dance, theatrical performances and everything in between. With over 80,000 guests each year, the KCT continually brings life, art and music to the stage for all ages with our state of the art sound, lighting and stage systems.

We are currently seeking casual box office clerks. You will be responsible for supporting the day-to-day operations of the KCT box office and administration office. This includes preparing daily attendance records and maintaining reports for all receipts and cash deposits as well as supervising the closing and balancing of daily sales for events and the filing of cash settlement reports and payments. Using your superior customer service and administrative skills to respond to public inquiries and engage with KCT patrons to support their ticketing needs. Ability to work evening and weekends required.

Qualifications

- High school graduation or equivalent
- Experience
- Teamwork
- Communication Excellence
- Service Excellence
- Flexibility
- Computer literacy
- Bondable/ Cash Handling

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting from \$29.46 plus 14% in lieu of vacations, benefits and statutory holidays and premiums.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **May 28, 2024**.

Applicants not contacted within three weeks of the closing date are thanked for their interest