

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

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 of \$30.64 per hour plus 14% in lieu of benefits, vacation and statutory holidays.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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

Applications must be received by end of day **July 4th, 2025**.

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