

Careers

Patron Services Coordinator – 1 Year Term



theboxoffice.ca is Kelowna's centralized community ticketing service, supporting more than 200 events annually across a diverse range of venues—from theatres and concert halls to outdoor festivals and sporting events. With a growing network of regional producers, venues, and arts organizations, theboxoffice.ca connects audiences with the best events in the Okanagan while reinvesting local ticketing dollars back into the community.

We are currently seeking a detail-oriented and strategically minded Patron Services Coordinator to join our team. This position plays a key role in coordinating ticketing operations for *theboxoffice.ca*-ticketed events, serving as a primary point of contact for producers and event organizers. In addition to ensuring accurate and timely event builds, this role contributes to the development and execution of sales and marketing strategies designed to increase audience reach, ticket sales, and overall event success.

Qualifications

- Diploma in Business Administration, Hospitality or related
- Related Experience
- Communication and Service Excellence
- Computer Literacy
- Project Management
- BC Class 5 Drivers

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 1 year term appointment CUPE bargaining unit position with an hourly rate of \$39.51 per hour plus 14% in lieu of vacation, statutory holidays and benefits.

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 **22, 2025**

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