

## The Astor is Hiring!

The Astor Theatre Society is reorganizing its staff structure and is in immediate need of a Box Office Manager. This will be a full-time permanent position.

Location: Astor Theatre and Town Hall Arts and Cultural Centre, Liverpool, Nova Scotia

Position Reports to: Operations Manager

Compensation: Competitive based on experience.

### Principal Duties:

- Managing box office operations including
  - ticketing, sales and refunds
  - customer service at box office, by telephone and online
  - coordinate class and workshop registration and payment, and provide information to participants
  - staff and volunteer scheduling
  - operate cinema projector
- Support for Social Media Platforms
  - Working with Community Engagement Staff Member and/or Board member to manage Facebook, Instagram and other media messaging.
  - Manage poster distribution throughout the community.
- Schedule and manage Town Hall and Cultural Centre bookings.
- Support the work of the Operations Manager as required

### Qualifications:

- Previous experience in a box office or ticketing environment, preferably in a theatre or live entertainment setting.
- Knowledge of ticketing systems (e.g. Ticketpro). Training will be provided.
- Excellent customer service and communication skills.
- Ability to work with a team.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work flexible hours, including evenings, weekends and holidays required by performance schedules.
- A passion for the arts and a commitment to providing exceptional service to our patrons.
- Ability to carry out physical requirements of job, e.g. climbing ladders.

### How to Apply:

Interested candidates should submit a resume and cover letter to [operations@astortheatre.ns.ca](mailto:operations@astortheatre.ns.ca)

Applications will be accepted until August 21<sup>st</sup>, 5pm.