

Job Posting: Box Office Manager, Chilliwack Cultural Centre. Chilliwack, British Columbia

February 10th 2010

The Chilliwack Cultural Centre is seeking a Box Office Manager. This is an exciting, fast-paced, dynamic team position which will begin in May of 2010.

The Cultural Centre consists of a 510 seat proscenium arch theatre, a 150 seat black box theatre, an art gallery, multi-purpose/activity/banquet rooms, multi purpose lobby and concourse, four craft and art rooms, 21 music instruction rooms/studios, and office and backstage support facilities. The Centre will present a comprehensive performance series of local and touring productions.

The ideal candidate will have an extensive background in electronic venue ticketing, with specific knowledge of the Arts Management software platform, as well as experience dealing directly with clients. He/she should have at minimum of five years full time experience as a Box Office Manager, ideally with an additional background customer service. Candidates should have excellent time management, organization and communication skills, and the tact and diplomacy required to deal in a positive and helpful manner with user groups and other staff.

Candidates must have a high level of computer skills as they will also be responsible for The Centre's Information Technology systems.

Although primarily a Monday to Friday 9 – 5 position, candidates must be available to work a flexible schedule, including nights and weekends as required.

Demonstrated operational knowledge of all box office systems will be required. Ideal candidates should also have their WHMIS, Level One First Aid, Serving it Right, and Food Safe certifications.

This is a salaried position with an annual compensation of \$47,840.

Interested applicants should send a cover letter and resume to:

Michael Cade

Executive Director

Chilliwack Cultural Centre

9201 Corbould Street – Chilliwack, British Columbia – V2P 4A6

Application Deadline is February 26th 2010

We appreciate all interest but only those selected for an interview will be contacted.