

**CITY OF CORNER BROOK
CAREER OPPORTUNITY
(Civic Centre)**

Box Office Ticket Seller (Casual Call-In)

The City of Corner Brook is presently accepting applications for the Casual Call-In position of **Box Office Ticket Seller** with the Civic Centre.

Reporting to the General Manager, this position is responsible for greeting customers, selling tickets, and answering general enquiries regarding Civic Centre events.

Duties: Duties will include but not be limited to: Greeting customers and acting as the first point of contact for selling tickets and answering general questions as they related to ticketing and events. Successful candidates will be responsible for using a computerized ticketing system, including checking seat availability in the system to provide customers with seating options, taking customer information and inputting their data into the system, printing out tickets and checking for accuracy, and providing customers with any special information regarding their chosen show or event that may be of interest to them. Individuals will accept cash, debit, and/or credit to complete the purchase process. The Box Office Ticket Seller will be responsible for light administrative tasks as they pertain to the Box Office and keeping the space organized and running efficiently. Other related duties and responsibilities as assigned.

Qualifications: Completion of High School or equivalent. Candidates must possess efficient computer skills and excellent customer service skills. Candidates with experience operating a computerized ticketing system would be preferred.

Successful candidates must be flexible with their time and willing to work irregular hours.

SALARY: \$11.44/hour

CLOSING DATE: Competition will remain open until suitable candidate(s) are found

COMPETITION NO: 2017-35

Please submit résumés giving complete details of qualifications and forward to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1627; E-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.