

TOWN HALL 1873 THEATRE

JOB POSTING

BOX OFFICE ASSISTANT

Town Hall 1873 Theatre, a historic cultural hub in downtown Port Perry, is looking for a reliable and friendly **Part-Time Box Office Assistant** to join our team. This is an excellent opportunity for anyone looking to be a part of a local arts organization.

Responsibilities include:

- **Box Office Services:** Provide excellent customer service by assisting patrons in person, by phone, and by email with ticket sales, and customer inquiries.
- **Front of House Support:** Work alongside the Front of House volunteers to welcome guests, scan tickets, and assist with pre-show duties, remaining until the audience is seated and settled.
- **Facilities & Maintenance:** Assist with light cleaning duties as needed, including keeping shared spaces tidy, and any shovelling/salting entranceways in winter.

The ideal candidate will have:

- Friendly, outgoing personality with strong communication skills.
- Reliability and punctuality.
- Basic computer skills; ticketing system training will be provided.
- Willingness to work evenings and weekends for scheduled performances and events.

This is a part-time, entry-level role, perfect for those seeking part-time work in a creative and supportive environment. The Box Office Assistant will report to the Theatre Administrator.

Please send resume and cover letter as a PDF attachment to: boardofdirectors@townhalltheatre.ca