

**Box Office Associate
Vancouver International Fringe Festival**



The Vancouver International Fringe Festival, produced by First Vancouver Theatrespace Society, is an unjuried, uncensored theatre festival which runs for eleven days every September. Pursuing a mission to provide "Theatre for Everyone", the Fringe brings theatre of all kinds and for all audiences to Vancouver. With over 600 performances by more than 80 artists, the Fringe runs from September 9-19, 2010 on and around Granville Island and at Bring Your Own Venues across the city.

Reporting to the Box Office Manager, the Box Office Associate provides customer service to Box Office patrons and assists in the day-to-day operations of the Fringe Box Office. This is a seasonal, part-time position starting on September 1, 2010 and finishing on September 19, 2010.

RESPONSIBILITIES

- Selling advance tickets and passes to patrons using Theatre Manager ticketing software
- Handling cash and credit card transactions
- Acting as a positive and helpful ambassador of the Vancouver International Fringe Festival
- Responding to customer inquiries in person, over the phone, and by email
- Preparing venue envelopes
- Maintaining the security of the Fringe funds and premises, including but not limited to proper radio procedures and lock up procedures of premises
- Liaising with Artist and Audience Services, Dispatch, Box Office Manager, and Festival Manager
- Printing house count and summary reports
- Opening and closing box office; cashing in and out
- Other duties as required

QUALIFICATIONS

- Excellent customer service skills
- Box Office experience an asset
- Experience with Theatre Manager an asset
- Ability to comfortably and accurately deal with cash
- Available for day and/or evening shifts most weekdays and weekends from September 1-19 (Fringe Box Office hours are noon – 8:00 p.m. 7 days a week)
- Ability to work independently and as part of a team
- A capacity for working under pressure with a high volume of customers
- Detail oriented
- An interest in the theatre and an awareness of the non-profit environment

SALARY: \$12.00/hr and a pass to the festival

HOW TO APPLY: Send a resume and cover letter to Veronica Maynard, Box Office Manager, at boxoffice1@vancouverfringe.com with "Box Office Associate" in the subject line.

DEADLINE TO APPLY: Monday, August 16, 2010.

<http://www.vancouverfringe.com>