

August 31, 2026

BOX OFFICE - PART TIME

Join Our Team as a Box Office Customer Service Representative!

About Us:

The Conexus Arts Centre is more than just a venue—it's where the magic of arts and entertainment comes to life. From world-class performances to unforgettable events, we provide the stage for memorable experiences. We're looking for enthusiastic and customer-focused individuals to join our Box Office team and help deliver these extraordinary moments.

What You'll Be Doing:

As a Box Office Customer Service Representative, you'll be the welcoming face of the Centre, providing top-tier service to our patrons. Your primary responsibilities will include:

-  Selling tickets through various channels—window sales, phone orders, and mail requests.
-  Engaging with customers to provide information on showtimes, seating, and directions to the Centre.
-  Ensuring accurate ticket sales and efficiently managing our ticketing system with basic computer skills.
-  Handling customer inquiries and resolving any issues with tact and professionalism.

Your friendly approach and attention to detail will create a seamless and enjoyable experience for every visitor.

To succeed in this role, you should have:

-  Strong communication and interpersonal skills, with a passion for engaging with the public.
-  Basic computer skills and familiarity with swipe machines and telephone systems.
-  A calm and courteous approach to handling challenging situations.
-  The ability to follow clear procedures and learn quickly through our short-term, hands-on training program.
-  Flexible day and evening availability.

What We Offer:

-  An exciting, dynamic work environment immersed in the arts and entertainment world.
-  Opportunities for growth and development.
-  A chance to contribute to the cultural vibrancy of our community.

How to Apply:

If you're ready to bring your enthusiasm and customer service skills to our team, we'd love to hear from you! Please send your resume to AmandaP@conexusartscentre.ca.

Note: Only candidates selected for an interview will be contacted.

Join us at the Conexus Arts Centre and be a part of something extraordinary!