

## Box Office

*Ready to make your mark in the Arts?*

*Established in 1959, Canada's National Ballet School is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.*

*Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.*

Canada's National Ballet School is currently accepting applications for the **Casual** position of

### BOX OFFICE

Reporting to the Venue Rentals and Front of House Manager, the incumbent will be responsible for making patrons' and clients' experiences as pleasant as possible through excellent service that is courteous, efficient, and professional, as well as maintaining a clean, safe, and enjoyable theatre environment.

#### **Major Duties and Responsibilities:**

- Selling tickets and booking internal seating using Vendini ticketing software;
- Responsible for cash handling and credit payments for ticket sales;
- Managing the distribution of 'will-call' tickets;
- Creating day end box office reports;
- Administrative tasks such as filing, scanning and organizing ticket sales;
- Other related duties as required and assigned.

#### **Qualifications/Skills/Experience:**

- Minimum secondary school diploma; Post-Secondary education in Theatre or a related field is a definite asset;
- At least 1 year of experience in box office, retail or a customer service related position;
- Prior experience with ticketing CRMs would be considered an asset;
- Ability to work well with others in a team environment;
- Excellent communication and interpersonal skills;
- Customer service skills to interact with patrons, donors, parents, and the wider community;
- This positions work schedule may include evening and/or weekend shifts;
- First Aid/CPR certification, as well as training and/or experience working with children would be considered an asset.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through Human Resources at NBS.

Qualified applicants should email applications, including resume and cover letter, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and include "**Box Office – May 2019**" in the subject line of your email **by June 2, 2019\***.

**\*Consideration of applications will begin immediately and continue until the position is filled.**

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Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.  
Please visit [www.nbs-enb.ca](http://www.nbs-enb.ca) for more information.

***NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.***

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.