



## **SLED ISLAND BOX OFFICE COORDINATOR (INTERNSHIP)**

**Internship dates:** April 1 - June 26, 2016

**Application deadline:** March 16, 2016 at 4:00pm MST

**This is an unpaid internship, however, students who meet SCIP criteria are eligible for a \$1000 bursary:** <http://joinscip.ca/student-eligibility/>

### **POSITION DESCRIPTION**

Reporting to the Festival Manager, the Box Office Coordinator is responsible for monitoring sales and providing customer service to Sled Island patrons.

### **RESPONSIBILITIES**

- Adding events to online ticketing platform
- Creating weekly sales reports
- Providing customer service to pass and ticket purchasers
- Training Box Office volunteers
- Closing online sales and printing will call lists during festival

### **QUALIFICATIONS**

- Strong organizational skills and attention to detail
- Excellent oral and written communication skills
- Comfortable with Microsoft Excel and Google Docs
- Experience managing online content or working with online ticketing systems an asset

Time commitment will range from five hours/week (April 1 - May 15, 2016) to 10 hours/week (May 16 to June 26, 2016).

### **HOW TO APPLY**

Please send a cover letter and resume with the subject heading "Box Office Coordinator Internship" to Maud Salvi, Executive Director, Sled Island at [hr@sledisland.com](mailto:hr@sledisland.com) by March 16, 2016 at 4:00pm MST.