



## **Job Posting: Box Office Staff**

**High Performance Rodeo - January 16 - Feb 5 2023**

One Yellow Rabbit and the High Performance Rodeo seeks enthusiastic and self-motivated Box Office Staff (2) to join our team during the 2023 festival.

Box Office Staff are responsible for setting up and executing satellite ticket sales at each performance venue while providing the highest level of customer service to rodeo patrons.

Accountabilities include:

- Printing and selling tickets for festival performances using remote office equipment and software
- Working with volunteers to ensure accurate information is provided to patrons
- Setting up satellite box office stations
- Working with FOH to run any necessary waitlist/rush ticket operations

Qualifications:

- Experience with box office / ticket sales software, ideally Tessitura
- Excellent verbal, written and interpersonal communication skills
- Organized and detail oriented in a fast-paced setting
- High level of patience and customer service experience
- Basic technology skills with Microsoft Office, Google Suite and basic computer connection hardware
- Evening and weekend availability throughout the festival

Wage: \$22/hr. Evening and weekend shifts. Hours vary depending on availability.

One Yellow Rabbit Performance Theatre and the High Performance Rodeo encourages all qualified individuals to apply. Diverse teams create magic and your lived experiences are valuable and important to the work we do. It is an expectation of employment with One Yellow Rabbit that all employees are fully vaccinated for Covid-19 and can show proof of vaccination.

Persons who are interested in applying for this position should submit a resume and cover letter by email to: [boxoffice@oyr.org](mailto:boxoffice@oyr.org) with the job title in the subject heading.

Applications will be accepted until December 16, 2022 or until suitable candidates are found.