



JOIN THE NEPTUNE TEAM!

We are seeking Part-Time Box Office Agents for our 2021-2022 Season

Neptune Theatre's Box Office Agents are at the front line for customer service and deal directly with patrons in person, by telephone, and through email. Under the supervision of the Box Office & Subscriptions Manager, Box Office Agents are responsible for the following: general ticket and subscription sales; customer account maintenance; providing patrons with exemplary customer service; following Box Office policies and procedures; following cash and credit handling procedures; and a variety of administrative and customer oriented tasks.

Ideal Candidates for this position should have:

- Strong computer skills
- Customer service skills
- Enjoy interacting with the public
- Good oral and written communication skills
- The ability to work independently and with others

Hours vary, but are mostly evenings and weekends. Prior experience in a similar role would be an asset.

If you are seeking flexible hours, enjoy interacting with people in a pleasant, friendly environment and want to share in the excitement of live professional theatre, please forward your résumé to:

ATTN: Alison House
Box Office & Subscriptions Manager
Neptune Theatre
1593 Argyle Street
Halifax, NS
B3J 2B2

Or email to: ahouse@neptunetheatre.com
Re: Part Time Box Office Agent Position

Only those selected for an interview will be contacted.
We would like to thank all applicants for their interest.

About Neptune Theatre

Neptune Theatre is located on sacred land that has been the site of human activity since time immemorial. We are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

As artists, we are grateful to work and build community here. As stewards of culture, we are in the process of learning more about how our company can improve our relations with Indigenous People and uphold the values of collaboration and inclusivity in all that we do.

Neptune Theatre is Atlantic Canada's premier destination for live, professional theatre. On our stages, you'll experience theatre that is uplifting and thought-provoking. Our roots are deep in this region. With 59 years under our belt, we're deeply supportive of and connected to our local community, and are committed to creating outstanding experiences that enlighten and bring joy to our audiences.

We are the cultural heart and soul of the Halifax community. Our values are grounded in the belief that the power of live theatre can transform and connect. With a mindful and inclusive approach, **we are committed to bringing stories that represent the history and diversity of our region and its people to life on our stages.**

Anti-Harassment Policy

Neptune is committed to maintaining a positive, harassment-free culture. We do not tolerate any form of harassment of our employees, clients, volunteers, or any persons visiting or spending time on our premises or online spaces. Please note that violation of this policy could result in revoked access.

Neptune Theatre takes part in the [Not in Our Space!](#) initiative, a national anti-harassment and respectful workplace collaboration campaign between Equity and the Professional Association of Canadian Theatres (PACT), which seeks to ensure healthy and productive working conditions for all professionals working in live performance across the country.

Ethno-Cultural Mandate

Neptune Theatre seeks to promote equity, inclusion and access by amplifying voices that have been historically marginalized or underrepresented, and we factor this into every decision we make. We encourage submissions from all genders, ethnicities, abilities and identities, and will give priority consideration to those who self-identify as IBPOC, LGBTQ2S+, d/Deaf, living with disabilities, and/or facing other systemic challenges in our industry.