

Neptune Theatre

Celebrating over 50 years of entertaining, educating, and challenging audiences.

Join the Neptune Theatre Team!

We are seeking Part-Time Box Office Agents for our 2019-2020 Season

Neptune Theatre's Box Office Agents are at the front line for customer service and deal directly with patrons both in person and by telephone. 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 would have strong computer and customer service skills, good oral and written communication skills, and 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

Deadline for applications is November 23, 2019
Only those selected for an interview will be contacted.

We would like to thank all applicants for their interest.