

## **Box Office/Archivist Assistant, (Contract, 8-weeks)**

### **General Description of the Role:**

To assist RCA-Hall Operations with general box office duties and RCA Theatre's online Digital Library (<https://lspuhall.ca/rcarchives/>).

### **Box Office**

- Ensure the box office is properly equipped and adequate signage is posted regarding advertising for the upcoming performances, important policies, or instructions (prices, age restrictions, etc.).
- Reconcile all Box Office revenue at the end of each shift and secure it in the safe.
- Ensure that a proper cash float is always available and secure.
- Ensure that on-line ticket sales are always functioning properly, and the patrons receive clear and full instructions regarding the delivery/pick-up of their tickets.
- Work with renters and/or staff to ensure complimentary tickets are available and properly labeled for each performance according to the complimentary ticket report.
- Answer incoming phone calls regarding box office issues.
- Ensuring Ushers are informed of their duties when they arrive for their shift.
- Updating the Stage Manager with the house count as requested.

### **RCArchives**

- Work on the Content Management System of the online library to properly label and categorize materials for upload.
- Digital collection processing: digitizing, editing, data management, naming protocols, and rights management.
- Liaise with Senior Staff to determine missing information with respect to productions already in the library.
- If necessary, liaise with MUN Archives and other members of the theatre community to get access to archival resources and prepare material for digitization.
- Assist the Project Manager with the plan for upload of new content to the digital platform.
- Answer reference and information requests.
- Verify archival information (dates, descriptions, names).

### **Required Expertise/Knowledge/Ability:**

- Cashier or other retail experience.
- Computer literacy specifically Microsoft Office Suite Programs (particularly Excel), Content Management Systems (WordPress), YouTube, OneDrive (Office365).
- Ability to communicate efficiently and professionally.
- Be detail-oriented and work well under pressure.
- Ability to work as part of a team with a minimum of supervision is essential.
- Previous Box Office experience and familiarity with Box Office software an asset.
- Experience with Adobe Design Premium Software (particularly Photoshop and InDesign) an asset.

**Parameters of Work:** June 25-August 17, 2024, 30hrs/week, \$18/hour

(Training may start earlier dependent on candidate availability and there is a possibility that this could turn into a longer contract moving into Fall 2024/Winter 2025)

**Deadline to apply: June 12, 2024**

**Submission Requirements & Contact info**

Submit cover letter & resume with references in PDF by email to:

boxoffice@lspuhall.ca

Renee Follett

Box Office Manager, RCA/LSPU Hall

3 Victoria Street

St. John's, NL A1C 3V2

RCA is dedicated to accessible employment practices and committed to being an equal opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on age, race, colour, gender, disability, national origin or any other protected ground under the Newfoundland and Labrador Human Rights Act. If you require reasonable accommodation in applying for this position, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the above contact.