

# ODYSSEY theatre

POSITION AVAILABLE:  
**BOX OFFICE AND PUBLIC RELATIONS OFFICER**

Join Odyssey Theatre's team in its 34<sup>th</sup> season as Ottawa's premier professional open-air theatre. We are looking for dedicated and enthusiastic people from diverse backgrounds who have a passion for the arts and who are committed to contributing to the growth and success of our 2019 season. Work with a dynamic and collaborative team, gain experience with a professional arts organization, and spend the summer with Ottawa's leading mask and movement Theatre Company!

We produce award-winning mask and movement-based performances that blend classic and contemporary art forms and incorporate diverse cultures and traditions from around the world. Our annual Theatre Under the Stars series transforms Ottawa's beautiful Strathcona Park into a theatre venue and welcomes theatre lovers of all ages.

We are now hiring a **Box Office and Public Relations Officer**. The successful candidate is between the ages of 15-30 and will oversee box office ticket operations for our summer production and assist with office administration and special projects. Reporting to the General Manager, they will work from Odyssey's office at Arts Court, at 2 Daly Avenue in downtown Ottawa.

**Dates:** July 8<sup>th</sup> - August 30<sup>th</sup> 2019

**Salary:** \$425.00/week

**Duration:** 30 hours/week

**Location:** Arts Court (2 Daly Ave.)

\* Officer will be required to work weekends during the run of the show.

**The successful candidate will have responsibility for the following tasks:**

- Managing advanced tickets sales (by telephone or on-site purchase at the Office);
- Processing ticketing and payments and accurately tracking and reporting results;
- Completing daily box office reports to be submitted to the General Manager;
- Notifying patrons of our upcoming season;
- Assisting in the promotion, creation and marketing of Community Outreach and Accessibility programs;
- Promoting and assisting in the management of Odyssey's Silent Auction;
- Issuing tax receipts and acknowledgements for donations;
- Maintaining databases and updating our mailing lists; and
- Assisting with administrative duties and publicity materials as required.

**The successful candidate must have:**

- Interest and a passion in Theatre;
- Strong interpersonal skills;
- Professional and comfortable telephone manners;
- Careful attention to detail;
- Very strong organizational skills;
- Excellent communication skills in English (written and verbal);
- Intermediate computer skills using a MAC computer (Microsoft Word and Excel);
- Knowledge of online ticketing websites such as Eventbrite;
- Ability to show initiative;
- Ability to work independently; and
- Ability to work collaboratively.

Driver's license and experience with customer service or sales, and credit card transactions is an asset.

Odyssey Theatre is an equal-opportunity employer, committed to reflecting our city and country's diversity. We welcome and encourage persons of all cultural backgrounds, disabilities, gender identities or expressions, religions and sexual orientations to apply.

**Please submit a cover letter, resume, and 3 references by April 30th, 2019 to:**

Odyssey Theatre  
2 Daly Avenue  
Ottawa, ON  
K1N 6E2

Or email us at: [office@odysseytheatre.ca](mailto:office@odysseytheatre.ca)

**For more information, visit [www.odysseytheatre.ca](http://www.odysseytheatre.ca), call us at 613-232-8407, or email us [office@odysseytheatre.ca](mailto:office@odysseytheatre.ca).**