

POSTING NO.: ESSF 1292

AFFILIATION: CSU 52

**EMPLOYMENT OPPORTUNITY**  
**EDMONTON SPACE & SCIENCE FOUNDATION**  
**BOX OFFICE SUPERVISOR – PART TIME ONGOING**

Under the direction of the Manager, Visitor Services and/or House Manager, the Box Office Supervisor will be responsible to supervise CSRs and to ensure customers receive prompt and courteous service. The individual will be required to be familiar with all aspects of the facility. Work is performed independently in accordance with specific instructions and is reviewed by a Supervisor for compliance.

**DUTIES:**

- Provides direction to CSRs in daily cash handling duties and verifies cashier cash outs at end of shift.
- Receives calls and answers questions on hours of operation, fees, programs ensures adequate supply of information brochures, etc.
- Maintains clean and tidy work area; performs minor janitorial duties; maintains lost and found.
- Assists in organization of promotional events, bookings and tours.
- Keeps routine records and performs clerical tasks relevant to assigned duties.
- Handles customer concerns.
- Other duties as assigned.
- Assumes the full responsibilities of House Manager.

**QUALIFICATIONS:**

- Completion of Grade 12.
- Experience with cash handling.
- Ability to understand and execute oral and written instructions.
- Ability to deal courteously and tactfully with the public.
- Ability to maintain records and make arithmetical calculations.
- Current Standard First Aid and CPR required.
- Supervisory experience.
- Leadership skills.

Note: A Security Clearance Check is a condition of employment for successful candidates. Must be completed prior to commencement of work and is the financial responsibility of the candidate.

**HOURS OF WORK:** Must be available Saturdays, Sundays and holidays. 15-20 hours per week.



**SALARY:** \$16.38 – \$20.10 per hour as per then 2016 Collective Agreement

**OPENING DATE:** April 10, 2017

**CLOSING DATE:** Until suitable candidate selected.

**APPLY TO:** TELUS World of Science – Edmonton

11211 142 Street NW, Edmonton, AB T5M 4A1

Attention: Human Resources or e-mail: [hr@twose.ca](mailto:hr@twose.ca)

Please quote the posting number and include your availability in your cover letter.

We thank all applicants and advise that only those selected for an interview will be contacted.