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📍 11211 142 STREET NW  
EDMONTON, AB T5M 4A1

☎ 780-452-9100

POSTING: ESSF 1442

AFFILIATION: CSU 52

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

*TELUS World of Science - Edmonton inspires life-long learning as we create a positive science and technology culture in our region. We motivate people to learn about and contribute to advances in science and technology, to strengthen themselves, their families and their community. TELUS World of Science - Edmonton is operated by the Edmonton Space and Science Foundation.*

Under the direction of the Manager, Guest Experience and/or House Manager, the Box Office Supervisor will be responsible for supervising Box Office staff and ensuring that guests receive an exceptional guest experience at the Box Office. 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 GSRs 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.
- Previous experience with cash handling a must.
- Previous experience in high volume hospitality or sales environments.
- Ability to understand and execute oral and written instructions.
- Ability to deal courteously and tactfully with the public.
- Ability to make quick decisions when needed
- Ability to maintain records and make arithmetical calculations.

LAT 53° 33' 40" N LON 113° 33' 50" W



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- Current Standard First Aid and CPR required.
- ProServe certification required.
- Supervisory experience.
- Leadership skills.

Note: A Security Clearance Check including the vulnerable sector 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:** 15-20 hours per week. Must be available Saturdays, Sundays and holidays for daytime shifts as well as the occasional Thursday evening for adult nights and late night access events.

**SALARY:** \$16.38 – \$20.10 per hour as per then 2016 Collective Agreement. Currently under negotiation.

**OPENING DATE:** April 3, 2019

**CLOSING DATE:** April 10, 2019

**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.

LAT 53° 33' 40" N LON 113° 33' 50" W