



## EMPLOYMENT OPPORTUNITY

### **BOX OFFICE ADMINISTRATIVE ASSISTANT**

Position: unionized, casual part-time (0-20 hours per week)

Pay Range: \$27.57 - \$30.73/hour

Job Posted Internally/Externally: January 8, 2025 Closes: January 22, 2025

Known as the "Gateway to Muskoka", the Town of Gravenhurst is a progressive growing urban and rural municipality located in the District Municipality of Muskoka, home to approximately 13,000 permanent year-round residents and a seasonal population of equal size. Gravenhurst offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, arts, sights, sounds, and attractions which makes it a great place to live, work, and play!

The Box Office Administrative Assistant handles all aspects of a commercial box office operation including financial and administrative duties and necessitates liaison with municipal staff and compliance with Town policies. Duties include front-of-house duties, including ticket sales, customer service, and box office management. Financial responsibilities include handling cash transactions, reconciling accounts, and preparing reports. This position is also responsible for general administrative support, marketing, and promotional activities. Computer literacy in Microsoft Word and Excel is required. Knowledge of standard and specialized box office technology and equipment is an asset. The successful candidate will possess a valid G license with a clean drivers abstract satisfactory to the corporation and will provide a clear Police Criminal Record Check at their own expense prior to being employed by the Town. Ability to work flexible hours evenings / weekends & public holiday shifts may be required.

**To view the completed job description including the summary of desired qualifications, please visit our website:**

[www.gravenhurst.ca/jobs](http://www.gravenhurst.ca/jobs)

Applications accepted until 4:00 PM on January 22, 2025.

Submit cover letter and resume as **one document**

**(LastName\_FirstName\_JobTitle.doc/.docx/.pdf) referencing Job ID I25-02.**

Corporation of the Town of Gravenhurst

3-5 Pineridge Gate, Gravenhurst, ON P1P 1Z3

*Attention: Human Resources*

(705) 687-7016 (FAX)

[HumanResources@gravenhurst.ca](mailto:HumanResources@gravenhurst.ca)

*We thank all those who apply; however only those selected for an interview will be contacted. The Town of Gravenhurst is an inclusive employer. Accommodation is available under the [Ontario Human Rights Code](#). All information is collected in accordance with the [Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, Chapter M. 56](#)*