



# PART TIME OPPORTUNITY

## TICKETING GUEST SERVICE REPRESENTATIVES



*Are you committed to making each customer feel valued and important?  
Do you enjoy working as part of a team?  
Would you like to work in the heart of Edmonton's Arts District?*

The Winspear Centre is looking for customer service experts to fill the part-time roles of **Ticketing Guest Services Representatives** (GSRs).

The Winspear Centre is recognized as one of North America's finest acoustic concert facilities and a cornerstone arts organization. Home to the Edmonton Symphony Orchestra, with over 1000 events a year, our facility hosts internationally recognized groups and artists and serves many of the city's business, arts, and community service organizations.

As the face of the Winspear and one of the first points of contact for our organization, we're looking for someone to deliver outstanding guest experiences in-person, on the phone, and over email.

### **This role is right for you if:**

- You champion excellent experiences for guests by being **passionate, welcoming** and **authentic**.
- You can handle record keeping, administrative tasks and customer concerns with a smile.
- You enjoy working with people and working within a database system.
- You are organized, patient, and professional and want to provide an exceptional experience for each guest.
- You are open to working evenings and weekends and have a flexible schedule.
- You are proficient with computers.

This position comes with flexible hours working in one of Edmonton's premiere arts organizations with access to concerts, ongoing training, and professional development opportunities.

Please submit résumé and cover letter as a single-attachment PDF to [joinourteam@winspearcentre.com](mailto:joinourteam@winspearcentre.com). Subject line: Ticketing GSR. Please mention how you heard about this posting. No phone calls.

Closing date for applications is Monday, June 25, 2018, at 4:00 pm.

We look forward to getting to know you!