



**VERNON & DISTRICT
PERFORMING
ARTS CENTRE
SOCIETY**

Vernon & District Performing Arts Centre Society
3800-33rd Street,
Vernon, BC V1T 5T6
Phone: 250.542.9355
Fax: 250.542.9384

JOB POSTING – Ticket Seller Agent (Semi / Full-time)

Job Title: Ticket Seller Agent
Department: Ticket Seller
Reports to: Ticket Seller Manager
Revised Date: June 11, 2026

Who We Are

Ticket Seller is Vernon's home-grown, full-service box office and a division of the Vernon and District Performance Arts Centre Society (VDPAC). We provide the tools that make live events a success. Community focused and not-for-profit, our infrastructure includes 24/7 online ticket sales, informative and friendly ticket agents available six days per week by phone or in person.

Position Summary

Do you love live events, meeting new people, and being the first to know about what's happening in and around Vernon? Join the team at TicketSeller.ca!

Ticket Seller is seeking a 'people-friendly' individual to fill the position of Ticket Seller Agent at the Vernon and District Performing Arts Centre. No ticketing experience required. Training provided.

This position is responsible for helping the public at the box office located in the Vernon and District Performing Arts Centre, selling tickets, providing ticketing information, supporting the Box Office manager as an assistant, and handling general inquiries related to the venues our box office services. At times this may include providing this service for events at the Vernon and District Performing Arts Centre or setting up a remote box office at a variety of venues for events held there.

Key Responsibilities

Key responsibilities of this position include but is not limited to the following:

- Conduct in-person ticket sales at Box Office locations using the Spektrix Ticket System.
- Create Events in the Ticket System.
- Setup reporting for clients.

...2 /

Key Responsibilities (cont.)

- Reconcile events with promoters.
- Balance and account for cash and credit card receipts from sales transactions.
- Describe venue layouts and seating locations for our customers.
- Organize and distribute "will-call" tickets.
- Support the box office manager as an assistant manager.
- Other duties as assigned.

Qualifications

- Working knowledge of advanced computer skills and experience with MS Office (Excel and Outlook).
- Experience with a ticketing system is a definite asset, however training will be provided.
- Customer service oriented, confident with transactions in-person, online and by phone.
- General office and/or cash handling experience.
- Highly motivated, proactive self-starter who is able to work without supervision.
- Able to work rotating shifts, including “show evenings” and weekends.
- A passion for live events and desire to ensure every customer experience is exceptional!

Compensation & Benefit

- Starting wage of \$24 per hour for between 25 and 40 hours per week (hours of work are typically Tuesday through Friday 9:30AM to 5PM and Saturday 12PM to 4PM, plus evenings working shows).
- Generous benefits package including life insurance, extended health & dental, and paid vacation.
- Complimentary tickets to select performances.
- Free parking at the Vernon and District Performing Arts Centre.

How to Apply

Submissions must include:

1. **Cover letter** stating:

- How this role complements your skills and past experience;
- Your availability (potential earliest start-date & any logistical considerations);
- Salary expectations;

2. **Updated resume**, focused on administration and/or Arts & Culture (Performing Arts) experience.

Please submit the above to stuart@ticketseller.ca with the subject: “**Ticket Seller Agent Application**”.

VDPAC wishes to thank all those who express interest in the Ticket Seller Agent position, however, only those selected for an interview will be contacted directly.