



Position: Box Office and Administrative Assistant

Location: 51st Street Office

Duration: Permanent

FTE: 0.75

The Saskatoon Symphony Orchestra (SSO) is one of Canada's most vibrant arts organizations. With continuous operation since 1931, we serve Saskatoon and the surrounding area. Our mission is to share the joy, hope, and community of making music. We are a registered charitable organization.

The SSO is looking for a committed individual to:

- Be a front-line contact for patrons in person, by phone, and via email
- Handle ticketing services including setting up and selling subscriptions and single tickets through our own system, as well as with the TCU Place box office
- Provide general administrative support around the office, for staff, and senior management

As this is a patron-facing position, the successful candidate will be required to work in person at the office location. Must be comfortable with and/or willing to learn various web and software based applications.

Office hours are Monday-Friday 9:30am-4pm

Starting salary is \$30,000/yr and will be reviewed after a 3-month probationary period.

Applications can be submitted to:

Natal Laycock, Director of Administration

office@saskatoonsymphony.org

Application deadline is September 8, 2023.