



## The Arts Council of New Westminster

PO Box 16003  
New Westminster, BC, V3M 6W6  
604-525-3244  
info@artscouncilnewwest.org  
www.artscouncilnewwest.org

### **LAST MONDAY AT THE MOVIES** **GREETER (TICKET TAKER)**

The Arts Council of New Westminster (ACNW) is a non-profit organization dedicated to the visual, literary and performing arts. Its aim is to bring the community together through the Arts. The ACNW operates The Gallery at Queen's Park, featuring visual art exhibitions by local, emerging, and established artists, as well as serving as a hub space for the arts in New Westminster by hosting a variety of talks, workshops and special events.

The ACNW is seeking to fill the volunteer position of **Greeter (Ticket Taker)** to work at the Massey Theatre and provide support to the Last Monday at the Movies Coordinator with the implementation of Last Monday at the Movies program. This is an excellent position for someone who wants to gain work experience or develop existing skills in customer service. Greeters are the first contact with patrons; as such they must be friendly and outgoing and comfortable in dealing with the public. Greeters must familiarize themselves with the event and the venue.

**Responsibilities include** (but are not limited to):

1. Welcoming patrons to events
2. Answering questions and directing patrons
3. Responsible for collecting ticket stubs
4. May be required to help with setting up venue
5. Other duties as required

**Work Schedule:** Last Monday of the month; 6:30pm to 7:45pm.

#### **Key Competencies**

- Excellent communication skills in English - written and verbal
- Attention to detail and accuracy; strong information monitoring skills
- Self-motivated; ability to work independently and as part of a team
- Previous retail experience and/or familiarity with box office procedures helpful

#### **Volunteer Benefits**

- Enjoy exceptional films
- Valuable contribution to/engagement with the New Westminster Arts community
- Making connections with like-minded individuals; regularly meeting new artists
- Reference letter after 50 hours
- Invitation to an annual volunteer appreciation event
- Much appreciation by the staff of The Arts Council of New Westminster

Submit your application at <http://artscouncilnewwest.org/> and fill out the online form, or email [info@artscouncilnewwest.org](mailto:info@artscouncilnewwest.org)

For more information, please call the Gallery at 604-525-3244.