



ENCANA events centre

Entertainment. All the time.

Global Spectrum Facility Management (www.global-spectrum.com) is looking for a highly motivated, experienced leader to become the **Box Office Manager** to manage the daily box office/ticketing functions for the EnCana Events Centre (www.dawsoncreekeventscentre.com); a 4,500 seat multipurpose entertainment facility in Dawson Creek, British Columbia.

As the Box Office Manager you will lead, supervise and coordinate the day to day operation of the box office, including ticketing, events, presales and onsales, and the management and balancing of cash handling and sales reporting. The Box Office Manager is responsible for the creation, management and compliance of an annual budget; the overall hiring, training, coordinating, and mentoring of box office staff; while maintaining existing procedural controls and customer service standards. Moreover, the Box Office Manager will work with minimal supervision, demonstrating an efficient and effective use of time and resources.

The ideal candidate for the Box Office Manager would be a self-motivating, customer-focused team player who has experience with supervising people. In addition, having an understanding of common computer technology as well as the ability to implement new software and programming is required. Proficiency with windows-based computer programs, attention to detail, positive attitude and strong organizational and multi-tasking skills will ensure your success. The ability to work events (evenings and weekends) is essential and candidates with box office and/or ticketing experience and knowledge of Paciolan/Smart DM software are preferred. The ideal candidate will have a minimum of five years' experience in a customer service related position as well as demonstrated leadership skills. A business diploma or degree in a related field is considered an asset.

Global Spectrum Facility Management (global-spectrum.com) operates the EnCana Events Centre on behalf of the City of Dawson Creek. Global Spectrum is the fastest growing firm in the public assembly facility management field with more than eighty facilities throughout North America.

Please mail your cover letter and current resume no later than February 6, 2012 at 12:00 PM to the attention of Ryan MacIvor , General Manager, Global Spectrum Facility Management, # 1, 300 Highway # 2, Dawson Creek, BC V1G 0A4, email to rmacivor@dawsoncreekeventscentre.com or fax to 250-782-7446.

We appreciate all applications; however, only those selected for an interview will be contacted.