



Box Office Coordinator & Facilities Administrator

Ancillary Services

NSGEU

Hourly Rate: Band 5 (\$22.71-\$27.77/hour, for 37.5 hours/week)

Overview

StFX is a top ranking Canadian university and we are seeking a Box Office Coordinator and Facilities Administrator to be a part of the Ancillary Services Department. This is a permanent position which requires flexible hours.

Key Responsibilities

- Responsible for all aspects of the Keating Centre Box Office from the daily ticket sales through to the staffing of the operation. This includes reconciliation of all sales and assisting with deposits
- Manages the schedules for both ice surfaces at the Keating Centre as well as facility and field bookings at the Saputo Centre and Gilmora Gym
- Coordinating field & ice bookings with Athletics, Varsity, Campus Recreation (XREC) and club teams
- Coordinates daily operations of the Keating Centre Maritime Bus terminal
- Provide accurate and detailed client information prior to and following event completion
- Provide onsite support at events when needed
- Weekend and evening work required

Qualifications

- A minimum Diploma in Hospitality, Business or equivalent
- Preference will be given to candidates with 2 or more years experience in a similar role. Experience in a University environment will be considered an asset
- Strong organizational skills
- Excellent interpersonal skills
- Strong work ethics and success at working in a team environment
- Excellent written and oral communication skills
- Ability to handle multiple projects with tight deadlines
- Ability to multi-task and follow-up with an eye for detail
- MS office suite (Excel, PowerPoint, Word) experience helpful
- Experience working with and communicating to customers a must
- Experience working with facility management and ticketing software an asset

Application Instructions

The deadline to apply for this position is May 17, 2024. To apply please submit a letter of application and a resume in confidence to **People and Culture, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous

persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People and Culture at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.