



Box Office Assistant

June 1-8, 2025

\$23.15/ hour, Invoiced to imagineNATIVE Film + Media Arts Festival

The Box Office Assistant will report to the Lead Box Office Coordinator and the Operations Manager and will assist in the implementation of the imagineNATIVE on-site box office at the TIFF Lightbox. Experience in ticketing and working with Elevent is an asset.

Primary Responsibilities

- Learning imagineNATIVE On-site Box Office system in collaboration with the Lead Box Office Coordinator
- Prep, set up and test all Front of House and Box office gear in collaboration with the Lead Box Office Coordinator (Scanners, Printers, etc)
- Pulling ticket lists for the Events team for non cinema events
- Support any volunteers issued for ticket pickup
- Selling + fulfilling tickets at the imagineNATIVE On-Site Box Office (TIFF Lightbox)
- Solving any onsite customer service issues
- Other related tasks as needs arise

Additional Details:

- Independent Contractor to be invoiced to imagineNATIVE Film + Media Arts Festival
- \$23.15/ hour
- Must be available in person in Toronto
- Application Deadline: May 2 at 11:59 PM ET

