



Box Office Coordinator

Reporting to the Box Office Manager and the Operations Manager, the Box Office Coordinator is responsible for assisting in building the internal structure of the Festival Box Office and its execution on-site.

- Assisting in building of the 2026 Festival ticket platform, Eventive, with help from the Operations Manager and the Box Office Manager
- Work cross-departmentally to ensure that deadlines are met
- Collaborate with all departments to help them manage their ticket holds, allocations, packages, discounts, and other needs for organizations or school groups
- Be present at the on-site Box Office at the TIFF Lightbox during the imagineNATIVE Film + Media Arts Festival
- Testing, troubleshooting, assisting customers who may have run into ticketing issues
- Answering questions in Help Scout that pertain to the Box Office
- Prepare, set up, and test all Box Office gear in collaboration with the Operations Manager, Box Office Manager, and Front of House Lead
- Be part of the on-site Box Office Team
- Working with the Lead Events Coordinator to ensure ticket holds for special events
- Working with Excel, Google Sheets, Google Docs, monday.com, and Eventive
- Assist and facilitate staff when necessary
- Write a Festival post-mortem report
- Other related tasks as needs arise

Application Deadline: Tuesday, March 17, 2026 | 11:59 PM

Additional Details

- Fixed Term Contract: March 23, 2026 - June 19, 2026 (35 hours/week)
- Compensation Rate: \$25.15/hour
- Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival



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- Must be available on-site in downtown Toronto during May 31, 2026 - June 8, 2026
- Position requires work-from-home capabilities with reliable internet, with some in-office time at the imagineNATIVE offices located in Toronto

Submit your cover letter and resume to employment@imagineNATIVE.org with the subject "Box Office Coordinator." Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org.



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