



Casual Ticket Clerk

Posted March 17, 2026

The Port Theatre Society requires additional part-time Ticket Clerks to support increased activity taking place at The Port Theatre and the VICC for BEYOND Van Gogh. Preference given to candidates with varying availability, specifically mornings, evenings, weekends, and availability during the Summer of 2026.

A Casual Ticket Clerk is responsible for facilitating customer transactions related to ticket sales, memberships, donations, and providing the public with essential information related to events sold by the Port Theatre.

The successful applicants will be:

- Flexible and available for various shifts sometimes at short notice
- Confident with computers and knowledge of Excel
- Familiar with cash handling and credit card procedures
- Excellent customer service skills
- Interested in the arts
- Familiar with TEAMS phone and common business machines
- Knowledgeable of the downtown area
- A team-oriented person
- Potentially fluent in a second language (not required).

This Position will:

- Be trained this spring with special attention on helping fulfill required shifts during the busy summer period from June through August 2026
- Fill in at short notice
- Assist at busy times
- Cover staff vacations
- 0 to 35 Hours a week
- be based on increased activity this summer
- \$21.42 per hour

About the Port Theatre

The Port Theatre is an 800-seat professional roadhouse theatre that operates in downtown Nanaimo, British Columbia. The theatre is owned by the City of Nanaimo and managed by The Port Theatre Society. It hosts a broad range of commercial and community-based clients as well as events presented directly by the Society.

The Society is proud to be an equal opportunity workplace. We are committed to a work environment free of discrimination and harassment. We celebrate and support diversity for the health and benefit of our employees and our community.



If you are excited to join our team and support our mission and values, we invite you to apply for this position with The Port Theatre Society. We encourage collaboration and look forward to inspiring leadership in our staff.

We're grateful for the opportunity to live, work, and celebrate the Arts on the traditional, unceded territory of the Snuneymuxw First Nation. hay ce:p a.

How to apply:

Please submit a cover letter that outlines your qualifications and a résumé: admin@porttheatre.com

Application deadline: March 27th, 2026, at 5pm

Applications will be accepted by e-mail or in-person (Monday to Friday 11am to 5pm only)

Please forward your cover letter and resume to:

Lisa, Administrative Coordinator

Email: admin@porttheatre.com

Only those candidates selected for an interview will be contacted.