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PARKS, RECREATION AND CULTURE CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

SURREY CIVIC THEATRES PATRON DEVELOPMENT SPECIALIST

The City of Surrey's Parks, Recreation & Culture Department provides exciting opportunities and challenges in an energetic environment. We are currently looking for an enthusiastic Patron Development Specialist (Community Services Assistant 5 - Auxiliary) to work within the Arts Services Division for Surrey Civic Theatres (SCT) at the Surrey Arts Centre.

Reporting to the Programming Coordinator, the SCT Patron Development Specialist will provide important marketing and patron relations support for the SCT professional programming and facility rental operations. The Patron Development Specialist will develop reporting systems and marketing initiatives for the SCT to assist in developing audiences and building patron loyalty. This includes creating comparison reports on promotions, tracking and analysing ticket sales and facility rentals, introducing and monitoring patron development initiatives for audiences and rental clients, and making recommendations for improving loyalty based on patron data.

The successful candidate will have a degree/diploma from a recognized post-secondary institution with course work in arts administration, or a related field and possess at least 2 years of progressively responsible experience in performing arts marketing and communications. Essential skills include strong attention to detail, high functioning time management skills, the ability to multitask and work effectively with staff and community members, and build relationships with new and existing SCT patrons. Effective and tactful communication skills are a must for this position as well as demonstrated initiative, a positive attitude, and strong customer relations. The successful candidate will require a sound knowledge of standard office equipment and basic software applications related to the work performed, including industry box office data management and/or CRM software and an advanced proficiency with Excel.

This position requires the applicant to accommodate the flexible needs of the SCT. Days of work and hours will vary according to the demands of the SCT schedule.

Applicants under consideration will be required to consent to a Police Information Check.

To apply online, go to our website.
www.surreycareers.ca

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