

## **Cashier for New Zealand International Film Festival 2022**

This role is responsible for ticket sales for the annual New Zealand International Film Festival, celebrating its 51<sup>st</sup> year in Wellington. There are multiple positions available, with some flexibility depending on what sort of hours a successful candidate is looking for. Shifts will be available at multiple venues with both day and night shifts available, so flexibility in scheduling is key.

Festival staff will not only get a behind the scenes look at the largest film event in Aotearoa, but receive complimentary tickets to a number of the films participating in the festival. This is a rare chance for film enthusiasts to see some of the finest works from all over the world.

### **KEY RESPONSIBILITIES / NGĀ TAKOHANGA**

- Setting up/breaking down of ticketing counter.
- Ensure efficiency of all booking processes.
- Accurately and reliably counting cash holdings and takings.
- Acting as a source of information for ticketing, film, and venue queries from film-goers.
- Ensure ticketing data provided for the event build is accurate and complete.
- Ensure classification requirements are met.
- Executing the financial reporting of box office revenue.
- Ensuring the prompt and effective resolution of customer complaints, issues or queries, or escalating issue to a manager.
- Assisting with the delivery of NZIFF events.

### **DESIRED SKILLS AND EXPERIENCE / NGĀ PUKENGA**

- Experience working in a cinema, theatre, or the hospitality and tourism sector
- Experience using a POS
- Experience in cash handling and/or reporting
- A good understanding of venue ticketing systems
- Demonstrated conflict resolution and problem-solving skills
- Excellent customer service skills
- Ability to work under pressure, identify and effectively manage stress in self and others
- Excellent verbal, written and interpersonal communication skills

- Excellent time management, organizational and multi-tasking skills with high attention to detail

### **TERM OF EMPLOYMENT / TE ROA O TE MAHI TAHI**

Contracts are available for the period of roughly 18 July – 14 August 2022 based in Wellington. There might be a training session prior to this start date, and it is possible the end date may extend by a couple of days.

### **RATE OF PAY**

Living Wage - \$22.75 + 8% Holiday Pay.

### **TO APPLY**

Please fill out this google form with your info, work experience, and availability:

**<https://forms.gle/geTnQ6PRxmwt6U7d7>**

Positions will be filled on a rolling basis, with applications closing no later than Monday 11 July. Early applications are encouraged, with interviews likely to commence prior to the date of closing. Shortlisted candidates will be notified no later than Tuesday 12 July.

Applicants for this position must have NZ residency or must already hold a valid NZ work visa.