

Date: October 16, 2025

Job Posting: Ticketing & Marketing Coordinator

Location: Charles W. Stockey Centre

Duration: One(1) year Maternity leave contract - three (3) days per week - (21 hours weekly)

Located amidst the 30,000 islands of Georgian Bay and a 2.5 hour-drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join us as our **three (3) days per week full-time one year contract** as our **Ticketing & Marketing Coordinator** at the Charles W. Stockey Centre for the Performing Arts.

Purpose of Position:

The **Ticketing & Marketing Coordinator** plays a key role in delivering an exceptional experience to all guests and patrons of the Stockey Centre and the Bobby Orr Hall of Fame. This dynamic position combines frontline customer service, ticketing operations, retail and admissions support, facility oversight, and marketing communications. The successful candidate will actively promote events and programs through digital marketing, social media, website administration, and community outreach, while maintaining events in the ticketing software system. This role also provides key support to the Stockey Centre Membership Program and Visitor Information Centre.

Essential Duties and Responsibilities:

Reports to and works under the Stockey Centre Manager ensuring events and event administration is executed in a professional and organized manner, supporting the facility's operations and activities.

Customer Service, Box Office & Visitor Experience

1. Provides all guests with a positive first impression of the Stockey Centre and Bobby Orr Hall of Fame by offering superior, individualized customer service.

2. Accurately operates the TixHub computer ticketing system to sell tickets for Stockey Centre events. Provides superior customer service to all patrons of the Doug & Arva Orr Gift Shop including selling, re-stocking & maintaining the gift shop area. Provides information regarding Stockey Centre and Bobby Orr Hall of Fame events and facilities via face-to-face communication and telephone.
3. Opens and closes the facility as required and assigned.
4. Makes nightly deposits to the bank after each close.
5. Monitors daily all cash floats.
6. Ensures the safekeeping of the Bobby Orr Hall of Fame collection by following policy and procedures related to the alarms and monitoring systems. Regularly patrols the Hall of Fame during open hours to assist patrons.
7. Reviews and completes all reports as assigned.
8. Assists with miscellaneous box office projects as directed.
9. Maintains and solicits businesses to participate in the Visitor Information Centre.

Marketing & Communications

1. Maintain and grow the Centre's presence on social media platforms including Facebook and Instagram.
2. Maintain the creation and scheduling of email newsletters.
3. Designs all Stockey Centre media advertising including signs, posters, print, broadcast, social media, newsletters, etc., and prepares seasonal program/brochures. Assists the BOHF Curator as necessary with similar marketing efforts for the BOHF.
4. Develops and launches marketing campaign(s) for each performance/event as appropriate, including show announcement and all related ticket sales set-up in relevant TixHub software.
5. Networks with other Area attractions and marketing agencies to ensure co-operative marketing opportunities are optimized.
6. Update and maintain website content for the Stockey Centre and support content updates for the Bobby Orr Hall of Fame website.

7. Maintain Google My Business listings (three accounts) and TripAdvisor accounts (two listings).

Membership & Community Engagement

1. Administer the Stockey Membership Program, including managing email lists, sending pre-sale announcements, and preparing tax receipt documentation.
2. Maintain and solicit business participation in the Visitor Information Centre, ensuring accurate and engaging representation of local partners.

Education, Experience, Knowledge, Skills:

1. Completion of Grade 12 or equivalent.
2. Traditional and web based graphic design training.
3. Excellent computer skills using MS Office, Graphic Design Programs and Wordpress.
4. Strong organizational skills, initiative and ability to perform multiple, concurrent tasks with minimal supervision.
5. Excellent written and verbal communication skills.
6. Good public relations, including an appreciation of the need for confidentiality, tact and discretion in a public environment.

Physical Demands:

Frequent computer use, sitting in a comfortable position with the ability to move around at will. Occasional standing and walking when working at events. Occasionally/rarely lifting or moving light (under 20lbs) and/or medium (20-35 lbs) weight related to foods, beverages, merchandise, supplies, etc. related to events.

Note: The above statements are intended to describe the general nature and level of work being performed by this job's incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



Stockey Centre

Compensation:

This opportunity is a non-unionized three (3) days per week – **One (1) year contract maternity leave position** with a rate of \$25 per hour. The work schedule for this position varies, including evening and weekend shifts if and when required to attend events, with a total weekly work schedule of approximately 21 hours.

Accessibility:

The Town of Parry Sound is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Application Process:

Interested candidates may submit a cover letter and resume by **4:00 PM November 3, 2025**, in the following way:

Email: In **one** document, your resume and cover letter, under the subject line "**Your name – Ticketing and Marketing Coordinator**" to: Nicole Mullen Manager, Stockey Centre for the Town of Parry Sound at nmullen@stockeycentre.com. By **no later than November 3, 2025**. Hard copy cover letters and resumes are not accepted.

We thank all applicants for their interest. We will only contact those applicants selected for an interview.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.