

JOB POSTING

Front of House Staff



For over 30 years, the Shakespeare on the Saskatchewan Festival has produced the works of Shakespeare on the banks of the South Saskatchewan River and attracted visitors from across the province, the country, and the world. We strive to create a warm, relaxing, and inviting atmosphere for our patrons so they can truly enjoy their theatrical experience. Our Front of House Staff are an integral part of this vision as they will be responsible for patron care, ensuring the venue is presentable, and answering any questions our patrons may have about the festival.

Working under the supervision of the Festival Event Manager, Front of House Staff duties and responsibilities will include but not be limited to:

- Coordinating the seating of all patrons and the timely start of all performances with the Festival Event Manager, Stage Manager and Box Office personnel. Admitting latecomers and assisting patrons needing to exit and enter during performances
- Supervise volunteers
- Work with other personnel to ensure the theatre, concession, and grounds are presentable to the public prior to every performance
- Act as the theatre's representative to all audience members, resolving any difficulty with seating or tickets or both, and addressing any concerns regarding comfort, parking, facilities, etc.
- Accept Treasure Trove fundraiser donations
- Log accurate house counts every evening
- Assist in coordinating emergency procedures for the festival
- Provide feedback to the Festival Event Manager for a final report outlining the scope of work accomplished by volunteers and making recommendations for future season.
- Other duties as assigned.

HOURS OF WORK: Part-time (15-25 hours/week), variable hours

RATE OF PAY: \$12.29/Hour

DURATION: June 30 to August 18, 2019

APPLICATION DEADLINE: April 15, 2019

Qualifications:

1. Possess excellent organizational and communication skills
2. Have an outgoing personality and a penchant for working with members of the public
3. Availability to work evenings and weekends throughout the summer
4. Enjoy working outdoors and able to work in inclement weather
5. First Aid or equivalent training is an asset
6. Experience working in administration and/or customer service will be considered an asset
7. Completion of Grade 12 (or equivalent) or post-secondary training especially in business, finance, and/or theatre will be considered an asset

We are interested in submissions from diverse communities as we welcome all voices in our organization.

Please mail or email resume with cover letter and 2 references to:

Shakespeare on the Saskatchewan Festival Inc.

Box 1646, Saskatoon, SK S7K 3R8

E-mail: om@shakespearesask.com

Attn: Melanie Rogowski

Email Subject Line:

NO PHONE CALLS PLEASE

Applications without a cover letter will not be accepted