

CAREER POSTING

Front-of-House Staff

Reports to: Venue Services Director
House Manager

Type: Hourly, Part-Time/Casual

Western Canada Theatre, operating the Sagebrush & Pavilion Theatres, seeks **FRONT-OF-HOUSE STAFF** to meet the growing demands of the facilities.

Duties include:

- Providing excellent customer service to patrons of the Sagebrush and Pavilion Theatres at the Bar, Concession, Merchandise table, or wherever you are assigned.
- Work with other WCT and Sagebrush employees to keep the facilities clean, professional, and welcoming at all times.
- Work with Clients of the facilities to meet their needs and expectations.
- Liaising with external stakeholders (caterers, suppliers, sponsors) to ensure successful event execution on site. Assist with setup, teardown and execution of events.
- Comply with applicable food, beverage and liquor, safe work procedures, and safety regulations in BC.
- Other tasks as directed by the House Manager.

The successful candidate will possess the following skills and meet the following qualifications:

- Previous cash management experience
- A passion for the arts, in all its forms (theatre, music, dance, educational, etc.)
- Maintains a professional appearance and demeanor at all times.
- Able to handle intense, stressful or emergent situations with grace and good humour.
- Outstanding collaborator and team player
- Friendly, outgoing and positive attitude
- Proficiency with software, POS Systems, PC computers and Microsoft Office (Word, Excel, etc.)
- Can legally work in Canada

The following certifications are an asset:

- Serving it Right
- FoodSafe
- Emergency First Aid, Level 1

This is a part-time, casual position, and is paid on an hourly basis. Starting wage is \$14.50 per hour. Shifts are scheduled one month ahead and are based on venue bookings; most shifts are evenings or weekends. Please indicate availability in your cover letter.

Interested applicants should submit a cover letter, resume, and references to:

Shevaun Fortune, Venue Services Director

careers@wctlive.ca

Submissions will be received until a suitable candidate is found.

Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.