

JOB POSTING - CONCESSIONS MANAGER

2024 Summer Season

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for a **Concessions Manager** for the 2024 summer season.

Start date: June 25, 2024

End date: August 24, 2024

7.5 weeks with one week off mid-contract

Remuneration:

\$17/hour plus shared tips and bottle deposit for returns – estimated 200 hours total

As one of the primary points of contact for our patrons, this position plays an essential role in establishing and developing the relationship between 4th Line Theatre and its patrons. As part of the Audience Services Team, the Concessions Manager ensures our theatre patrons have an enjoyable experience at the farm.

Skill Requirements:

- Excellent interpersonal and communication skills with a strong attention to customer service excellence
- Detail oriented and highly organized individual
- Works well as part of a team
- Some bookkeeping, accounting or sales reconciliation experience is an asset
- Ontario Smart Service certification is required
- Keen interest in the performing arts and tourism sectors
- St. John's Ambulance First Aid Certification is an asset
- A valid driver's license and **access to a vehicle for the length of the contract** is required (due to the rural location)

Duties & Responsibilities of this position will include:

- Run theatre concession during pre-show picnic hours and intermission
- Providing food and beverage service to patrons
- Ordering stock and purchasing all products sold in concessions
- Responsible for maintaining communications with product suppliers
- Handling cash and purchase transactions and maintaining a float/petty cash system
- Prepare nightly reports
- Supervise a Concessions Assistant
- Available Monday to Saturday (inclusive) from 1:00 P.M. to 9:00 P.M. for weeks of July 1, July 8, July 15; Available Tuesday to Saturday (inclusive) from 1:00 P.M. to 9:00 P.M. for weeks of July 30, August 6, August 13, August 20.
- Maintain a clean and welcoming environment for theatre patrons.



Employer Information:

4th Line Theatre is an award-winning outdoor theatre company that presents regionally-based, environmentally-staged, historical dramas. Our performance venue is located on the Winslow farm, just outside of Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website

www.4thlinetheatre.on.ca

Please send a resume and cover letter to*:

Lindy Finlan

General Manager

lindy@4thlinetheatre.on.ca

*Interviews and hiring will take place on an ongoing basis until all positions are filled. **Please note the position title(s) you are applying for in the subject line of your email.**