

JOB POSTING - FRONT OF HOUSE MANAGER 2023 Summer Season

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for a **Front of House Manager** for the 2023 summer season.

Start date: June 20, 2023

End date: August 26, 2023

9 weeks with one week off mid-contract

Remuneration:

\$18/hour – estimated 315-350 hours total

Skill Requirements:

- Must be available afternoons and evenings Tuesday through Saturday from 1 PM – 9 PM
- A valid driver's license and access to a vehicle for the length of the contract is required (due to the rural location)
- St. John's Ambulance First Aid Certification (CPR-C + AED) must be obtained by start date (cost covered by theatre)
- Excellent interpersonal skills and ability to work well under pressure
- Excellent organizational skills and attention to detail
- Excellent management skills
- Works well as part of a team

Duties & Responsibilities of this position will include:

- Host patrons at the outdoor theatre venue and ensure a positive 4th Line Theatre experience
- Ensure Front of House area is kept clean (including the chairs, bleachers and seating area as well as the bathrooms and garbage bins)
- Manage, train and schedule all Front of House volunteer staff throughout the season
- Responsible for the seating of patrons and awareness of emergency evacuation procedures
- Attend to the needs of patrons with physical limitations and/or special seating requests
- Work with the Concessions Manager to assist as needed during peak times and at intermission
- In consultation with the Stage Manager, co-ordinate "starting" of show and restarting after intermission as well as implementing closing due to rain policies and procedures
- Manage patron complaints effectively as per 4th Line policies
- Ensure sponsorship signage is displayed at Farm as per agreements
- Prepare and deliver nightly curtain speeches
- Prepare a daily seating chart working closely with the Box Office and Administrative staff
- Prepare reserved signs and arrange a coded seating plan noting various needs of audience members
- Prepare nightly Front of House reports



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 will be set up upon receiving resumes and position might be filled before submission deadline.

If applying by email, please note the position title in the subject line of your email.