

JOB POSTING - CONCESSIONS MANAGER

2025 Summer Season

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for a **Concessions Manager** for the 2025 summer season.

Start date: June 24, 2025

End date: August 30, 2025

8.5 weeks with one week off mid-contract

Remuneration:

\$18/hour plus shared tips and bottle deposit for returns – estimated 300 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 prior to start date (must be 18+ years old to legally serve alcohol)
- Keen interest in the performing arts and tourism sectors
- 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 with the Square payment system and maintaining a float/petty cash system
- Prepare nightly reports
- Supervise a Concessions Assistant
- Available Tuesday to Saturday (inclusive) from 1:00 P.M. to 9:00 P.M. for weeks of July 1, July 8, July 15 as well as Monday, July 14; Available Tuesday to Saturday (inclusive) from 1:00 P.M. to 9:00 P.M. for weeks of July 29, August 5, August 12, August 19, August 26 as well as Monday, August 25.
- 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

4th Line Theatre is committed to being a leader in supporting diversity, equity, and inclusion. We value the diversity of the people and communities we serve, recognize and respect human differences and similarities. Our hiring practices reflect these initiatives. As a company focused on the values of imagination, integrity, collaboration, empowerment, and sustainability in all we do, 4th Line Theatre is committed to creating positive and healthy workspaces for our artists and communities. 4th Line Theatre is committed to providing accommodations [for people facing barriers]. If you require an accommodation, we will work with you to meet your needs.

JOB POSTING - CONCESSIONS MANAGER 2025 Summer Season

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.**