



PRAIRIE | THEATRE | EXCHANGE

JOB POSTING

House Manager & Volunteer Coordinator

Prairie Theatre Exchange (PTE) is a not-for-profit professional theatre company, which also provides theatre education for youth/teens and adults, and is one of the largest professional arts organizations in Manitoba.

The **House Manager & Volunteer Coordinator** reports to the General Manager and Artistic Director. This position is an important part of the team at PTE, establishing and maintaining a positive relationship with all who attend PTE including patrons, volunteers and renters. They are responsible for the safety and well-being of the public.

Duties will include but are not be limited to:

- Maintains a friendly, outgoing and positive with all our patrons and those who rent our facility.
- Establishes communication with all our patrons concerning the plays and other concerns/interests they may have regarding PTE and relays this information to the General Manager/Artistic Director. Maintaining a positive attitude with our patrons regarding dissatisfaction they may be experiencing and providing immediate solutions to these concerns.
- Establishes positive and nurturing relationships with our volunteers. Maintains contact with our volunteers and ensures that the database is kept up to date and accurate. Schedules volunteers for ushering and concession duties during adult, family and studio series performances as well as marketing and fundraising activities and rentals during the season. Leads all the volunteers through an appropriate training session so they are aware of their duties and responsibilities, and our policies and expectations of their serving our patrons.
- Understands and abides by the fire regulations and arranges with Production Manager the fire drill procedure and according to this procedure, co-ordinates audience evacuation in the event of an alarm.
- Ensures adherence to liquor laws as they pertain to our facility and understands the box office and house policies of PTE.
- Maintains the PTE concessions by ordering beverages, food and supplies and ensures it is properly equipped prior to every performance or event.
- Assists Marketing & Fundraising departments with opening night, corporate night receptions and other events including discussions of theme and budget, purchases food and beverages and sets up same with the assistance of volunteers.

Knowledge and Skills Required

- Excellent communication and interpersonal skills, both written and verbal
- Excellent organizational skills with the ability to schedule and meet deadlines
- Proficient in Word & Excel, including an understanding of database programs
- Ability to multitask and thrive in a busy, flexible and collaborative environment
- Customer service experience would be an asset, but not required
- An understanding of theatre production would be an asset

Terms of Employment

Seasonal Full-time – mid-September to end of April – Evenings & Weekends during performances

Start Date: Monday, September 10, 2018

To Apply

Please email a resume with cover letter and 3 references by 5pm on Wednesday, August 15, 2018 to:

Tracey Loewen, General Manager: generalmgr@pte.mb.ca

Only those candidates considered for an interview will be contacted.