

ALBERTA THEATRE PROJECTS

JOB POSTING – FRONT OF HOUSE STAFF

Alberta Theatre Projects (ATP) is entering its 48th Season of producing live, professional, contemporary theatre in Calgary. ATP has a new Executive & Artistic Director who brings a fresh perspective and a compelling vision for the future of our organization.

"We are inventive, contemporary storytellers engaging our world through stirring theatrical experiences."

Our Mission is to CREATE live theatre by telling relevant stories that reflect our community, to DEVELOP the work of Canadian artists to invite a diverse audience, and to EXPLORE intimate and immersive experiences in our home, the Martha Cohen Theatre.

At Alberta Theatre Projects, we create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

The 2019-2020 Season includes 6 contemporary plays – the hilarious comedy *The Wedding Party*, Pulitzer-Prize winning contemporary drama *Disgraced*, classic family adventure *The Lion, the Witch, and the Wardrobe*, international sensation *Old Stock: A Refugee Love Story*, Ovation Award winner *Actually*, and a heart-warming love letter to the Alberta Rodeo Life *Cowgirl Up!*

STAFF CATEGORIES & JOB REQUIREMENTS

The Front of House is an exciting part of the theatre that involves bartending and selling concessions, ushering patrons, and providing support services throughout the audience's experience.

Front of House staff are divided into two categories for scheduling and operational purposes:

- **Core Staff:** Core staff are regularly-scheduled employees with a fixed schedule of availability during any performance run. Core staff are regularly scheduled employees through the season and have little changes in their weekly schedule throughout operations. Core staff may be assigned to ushering, bartending, operations (such as Front of House setup and tear down or inventory), or other duties. Core staff must have ProServe Certification from Alberta Gaming, Liquor and Cannabis (AGLC). Core staff should be willing to commit to 2+ shifts per week.
- **Casual Staff:** Casual staff are relied on as a pool of employees who pick up shifts when core staff are not able to fulfill all available shifts. Casual staff are offered flexibility in scheduling and will work when it suits them. Casual staff will predominantly facilitate ushering duties, but if they possess ProServe Certification from AGLC, may be asked to bartend.

BENEFITS OF EACH STAFF CATEGORY

Each staff category has benefits that suit an individual's lifestyle.

Core staff can rely on a stable, steady schedule throughout Alberta Theatre Projects' season. Core staff are also scheduled as ushers, bartenders, or in supporting operational roles, meaning they have certain variety in roles performed during a show. Core staff is an ideal category for someone looking for steady work during Alberta Theatre Projects' season and during rentals throughout the year.

Casual staff benefit from defining their schedule. Casual staff fill in the gaps left by core staff schedules, from planned and unplanned open shifts. Casual staff work in ushering, which allows them to perfect their skills in one particular duty and are not required to maintain ProServe Certification, making this a great option for those looking for casual work, a flexible schedule, and a role they can fill with confidence from their first day.

JOB REQUIREMENTS

- Excellent verbal and written communication and interpersonal skills
- Proven organizational and time management abilities
- An outgoing, friendly personality
- A strong attention to detail and awareness of safety and cleanliness
- Experience handling cash and point of sale terminals
- A passion for and knowledge of theatre, arts and culture
- Evening/weekend availability
- ProServe Certification (required for core staff, not for casual staff)

SCHEDULE

Core staff should expect to commit to at least 2 shifts per week on a weeknight, during the day on a weekend, or at night on a weekend. Casual staff will pick and choose their schedule based on available shifts.

Alberta Theatre Projects' season begins in early September and concludes in early May, though Front of House staffing continues through the rental season of the Martha Cohen Theatre, which may run through the entire summer. Employment contracts are valid from September 4, 2019, through July 31, 2020, at which point they may be renewed for the coming year.

APPLICATION PROCESS – HIRING FAIR

To recruit for the 2019-2020 Season, Alberta Theatre Projects is holding a hiring fair on **Thursday, August 22, 2019**, from 5:00 to 8:00 p.m. at the Martha Cohen Theatre.

The Martha Cohen Theatre is located in Arts Commons at 215 8 Avenue SE, Calgary, AB, T2G 0K8.

Please come with a cover letter and resume. Interviews will be scheduled on a first-come, first-served basis and will take approximately 20 minutes per candidate. If you are unable to attend the hiring fair, but still interested in a position, please email Kyle Russell, General Manager, at krussell@atplive.com. No phone calls, please.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in quality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

For more information about Alberta Theatre Projects please visit our website, www.albertatheatreprojects.com