

ALBERTA THEATRE PROJECTS

JOB POSTING – FRONT OF HOUSE STAFF

Alberta Theatre Projects is preparing for our next season of producing live, professional, contemporary theatre in Calgary.

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.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future of how our company can be a leader in new play development and producing the finest contemporary theatre that engages our community by reflecting their stories on stage. Our Front of House team is essential to welcoming our community to witness the magic of live theatre and can define the experience so that we both celebrate and welcome diverse audience members and promote a healthy environment in the Martha Cohen Theatre in the COVID-19 world. .

Building on the legacy of Executive & Artistic Director Darcy Evans, Alberta Theatre Projects is in a high growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre and we can't wait for you to join us on this journey. These roles are targeted to start in early October, 2021.

ALL ABOUT OUR STAFF STRUCTURE

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 should be willing to commit to 2+ regular shifts per week and can work as bartenders, ushers, or a mix of both on a regular basis.
- **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. There are opportunities for both casual ushering and bartending shifts.

Each staff category has benefits that suit an individuals' 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.

WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- 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 bartending staff)

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WHAT WE CAN OFFER

These roles are part of the Front of House staff group and are casual, part time employees. Front of House Staff are paid a wage of \$15.00 per hour as well as 4% vacation pay. Bartenders also receive tips at the end of their shift. Front of House Staff receive complimentary tickets per our ticketing policy. We encourage a friendly, team-based environment where everyone feels welcomed.

COVID-19 VACCINATION

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before any in-person shifts commence. Employees must provide proof of their vaccination status to our human resources department.

DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

We encourage applications from all individuals, regardless of gender, age, race, creed, sexual orientation, family status, and physical ability.

If you require any accommodations during the hiring process, please email krussell@atplive.com in confidence.

APPLICATION PROCESS

To recruit for the 2021-22 Season, Alberta Theatre Projects is holding a hiring fair on Monday, September 27, 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, Interim Executive Director, at krussell@atplive.com.

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