



**JOB POSTING**

## **THEATRE ADMINISTRATOR**

**Part-time Position**

Town Hall Theatre, Port Perry, Ontario is seeking a part-time administrator. This is one of two equivalent positions which share the following primary duties:

- Box Office – communications with the general public including telephone, email, voicemail, and face-to-face customer interactions. Ticketing services, including sales, refunds, and problem resolution. Hours include some Saturdays, and evenings of scheduled shows.
- Rental Liaison – answer inquiries, set up rentals/bookings, update ticketing system with information for new shows, dissemination of information through Town Hall Theatre promotional vehicles, develop and issue rental contracts, reconcile contracts, calculate and arrange payments, arrange orientation for renters to theatre facilities and equipment.
- Manage and report monthly to the board of directors on – bookings calendar, issues arising from either renters or customers and general updates on theatre business.
- Arrange and monitor contractors for scheduled maintenance and for incidental maintenance as required within the month.
- Light cleaning – snow shoveling of entrance ways, salting and keeping common spaces tidy as required.

Duties are usually scheduled for two days per week but may require additional hours depending on theatre activity and the availability of other staff. Compensation is at Ontario minimum wage rates.

The ideal candidate will have:

- Strong verbal and written communication skills combined with an outgoing and energetic nature.
- Strong computer skills (Word, Excel, Outlook). WordPress, Mailchimp, and Web-Based Ticketing System experience would be an asset.
- Experience leveraging social media and learning new software quickly.
- Retail, copywriting, marketing, and/or theatre experience would be assets.

Please send resume and cover letter as a PDF attachment to: [boardofdirectors@townhalltheatre.ca](mailto:boardofdirectors@townhalltheatre.ca)

Deadline for submission: Wednesday, February 8, 2023; 5:00pm