

TOWN HALL 1873 THEATRE

JOB POSTING

THEATRE ADMINISTRATOR

Town Hall 1873 Theatre, a historic cultural hub in downtown Port Perry, is seeking an organized and dynamic **Part-Time Administrator** to join our team. This role combines customer service, administration, marketing/communications, and facility coordination to ensure the smooth day-to-day operation of the theatre.

- **Box Office** – Provide excellent customer service by managing communications with the public through telephone, email, voicemail, and face-to-face customer interactions. Ticketing services, including sales, refunds, and problem resolution. Hours include weekends and some evenings of scheduled shows.
- **Rental Liaison** – Respond to inquiries, set up rentals/bookings, update ticketing system, disseminate information through Town Hall Theatre promotional channels, develop and reconcile rental contracts, calculate and arrange payments, arrange orientation for renters to theatre facilities and equipment.
- **Communications & Social Media** – Create and manage engaging content across social media platforms and other communication channels to promote shows, rentals, and theatre activities. Coordinate with the board and renters to ensure accurate and timely messaging.
- **Reporting & Administration** – Provide monthly reports to the board of directors on bookings calendar, issues arising from either renters or customers, communications and engagement metrics, and general updates on theatre business. Maintain accurate administrative records.
- **Facilities & Maintenance** - Arrange and monitor contractors for scheduled incidental maintenance as required. Some light cleaning duties, including snow shovelling of entrance ways, salting, and keeping common spaces tidy as required.

Duties are usually scheduled for two/three days per week but may require additional hours depending on theatre activity.

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