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POSITION TITLE: Shakespeare in High Park Concession Attendant
STATUS: Total hours worked will not surpass 35 hours per week; Contract
DATES: June 24 to September 2, 2019 (Tuesday through Sunday)

POSITION SUMMARY

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for a Concession Attendant at Shakespeare in High Park. Reporting to the High Park Site Manager, this position is responsible for the daily operation and management of the concession stand for all performances.

KEY RESPONSIBILITIES

- Assists with the initial set up of the High Park Amphitheatre (includes cleaning, organizing, moving equipment onsite)
- Responsible for daily operations of all aspects of the concession stand at the High Park Amphitheatre;
- Ensures the concession stand is clean and presentable prior to all performances, ensuring product placement and adequate advertising materials are available to patrons;
- Ensures the safety of patrons, volunteers and staff through the implementation and enforcement of safety and emergency procedures;
- Maintains the concession stand is in good working order, including pest control or safety hazards;
- Reports and follows through on any malfunctions, repairs or safety concerns to the High Park Site Manager;
- Communicates effectively with patrons while maintaining a high standard of customer service including escalating customer concerns;
- Maintains and follows training in all concession stand procedures and have all relevant qualifications/certifications up to date;
- Assists with daily and weekly concession stock order;
- Ensures all revenue is collected, counted, receipted and deposited, and that floats are prepared for each performance;
- Other duties, as assigned.

To be eligible, participants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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QUALIFICATIONS

- Interest in the performing arts, and/or arts education;
- First Aid and CPR trained is an asset;
- Excellent interpersonal skills;
- Strong organizational skills;
- Ability to work evenings and weekends;
- Financial management skills;
- Ability to work in a fast-paced environment with many disruptions.

The physical demands of this position include:

- Constant standing and walking throughout shift
- Frequent lifting and carrying up to 20 pounds
- Occasional kneeling, pushing, pulling and lifting
- Occasional ascending or descending ladders, stairs and ramps

Total hours worked will not surpass 35 hours per week; however, this position requires a 6 day per week commitment (Tuesday through Sunday) starting June 24

APPLICATION PROCESS

Submit a cover letter and resume by email to April Moon, Associate Director of Audience Services at amoon@canadianstage.com by **Friday May 24, 2019**. Please indicate **Application for SiHP Concession Attendant** in the subject field.

We thank everyone who applies, but only candidates selected for an interview will be contacted. All applications are considered confidential. Canadian Stage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

COMPANY OVERVIEW

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary performing arts organizations. The company produces, presents, commissions, and collaborates with multiple partners on cross-disciplinary work with a focus on performance styles that integrate theatre, dance, film, visual arts and more. Sharing innovative and vibrant performance work from Canada and around the world, the company stages an annual season at three Toronto venues (The Bluma Appel Theatre at TOLive; The Berkeley Street Theatre; and the High Park Amphitheatre), in addition to running a series of artist training through our MFA in Theatre Stage Direction in collaboration with York University, RBC Emerging Artist Program, and TD Programs, Canadian Stage has established a distinct place within the national cultural landscape. Operating in the culturally vibrant downtown east end of Toronto, Canadian Stage is a home for new, challenging dynamic art forms, as well as an incubator and exporter of leading edge contemporary and multidisciplinary activity. For more information, visit www.canadianstage.com