

# canadianstage

**POSITION TITLE:** Shakespeare in High Park Hill Supervisor  
**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 Hill Supervisor at Shakespeare in High Park Reporting to the High Park Site Manager, this position is responsible for the overall operation and management of the Front of House for all performances.

## KEY RESPONSIBILITIES

- Assists with the initial set up of the High Park Amphitheatre (includes cleaning, organizing, moving equipment onsite);
- Supervises operations of all aspects of the Front of House at the High Park Amphitheatre including audience management, washrooms and grounds;
- Supervises all usher volunteers;
- Provides ushering staff with a nightly briefing of tasks and expectations;
- Ensures the safety of patrons, volunteers and staff through the implementation and enforcement of safety and emergency procedures;
- Reports and follows through on any malfunctions, repairs or safety concerns to the High Park Site Manager;
- Ensures all FOH areas are clean and presentable prior to all performances, including pest control or safety hazards;
- Follows strategy for most effective seating plan;
- Reserves seats for VIP and media;
- Makes public announcements to assist seating the maximum number of patrons;
- Other duties, as assigned

## QUALIFICATIONS

- Interest in the performing arts, and/or arts education;
- First aid and CPR trained is an asset;
- Excellent interpersonal skills;
- Strong organizational and supervisory skills;
- Ability to work evenings and weekends;
- 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](mailto:amoon@canadianstage.com) by **Friday May 24, 2019**. Please indicate **Application for SiHP Hill Supervisor** 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](http://www.canadianstage.com)