

## Job Title: Assistant House Manager

Blyth Festival is currently searching for a candidate to fill the seasonal position of **Assistant House Manager** for the 2023 summer season. **This hourly contract position will start mid- June 2023 and will conclude as late as September 10, 2023.** It is anticipated that weekly hours may vary between 20 – 44 hours/week, depending on the performance schedule.

In 2023, the Blyth Festival will produce a season of seven Canadian plays (2 world premieres) at Blyth Memorial Hall and the outdoor Harvest Stage. The work of this position may take place both **indoors and outdoors** and involves traversing concrete, gravel and grass surfaces as well as inclines and declines.

### KEY RESPONSIBILITIES

The Assistant House Manager is an integral component of the Operations teams that are responsible for ensuring the Blyth Festival meets its mandate: *to enrich the lives of its audience by producing and developing plays that give voice to both the region and the country.*

The incumbent will work closely with the Front of House (FOH) team in the execution of patron FOH services at the Outdoor Harvest Stage and may assist at the indoor Memorial Hall performances.

This person is expected to function as an enthusiastic and active member of the staff team that formulates and implements the plans that will make the theatre and the Festival a success.

The Assistant House Manager will:

- Assist in contacting volunteers to fill-in volunteer schedule for each performance, and in making advance volunteer reminder phone calls
- Assist in the set up/tear down of daily front of house operations at the Harvest Stage.
- Assist in the supervision of ushers and review emergency evacuation and COVID safety procedures prior to each outdoor performance.
- Contribute to the ongoing evolution of FOH operations at the Harvest Stage outdoor theatre venue
- Interact in a helpful and courteous manner with patrons visiting the theatre
- Work as part of the Front of House team to liaise with stage management to open the outdoor site to the incoming audience, admit latecomers, solve seating problems, and assist with the evacuation of the site at the conclusion of the show
- Communicate patron, safety, and facility concerns to the House Manager
- Assist in the resolution of maintenance problems of the site just prior and during a performance that relate to washrooms, lighting, non-working seats, and accessibility concerns.
- Participate in the ongoing COVID safety planning and communication for Front of House activities.
- From time to time, the Assistant House Manager may answer telephone calls and sell tickets over the telephone as well as make advance telephone calls to ticketed patrons
- Complete and submit weekly timesheets

### REQUIRED SKILLS:

- Must be 17 years of age or older
- Ability to work a variety of hours, including evenings and weekends
- G Driver's Licence
- Comfortable with interacting with the public, and with public speaking
- Team player
- First Aid training is an asset
- Prior customer service experience an asset
- Must be able to lift 40 lbs.

**VACCINATION:**

To support the health and safety of our workplaces and our community, Blyth Festival requires all employees to be fully vaccinated against COVID-19 with an Approved Vaccine

**COMPENSATION:** \$19.00/hr + 4% vacation pay

**HOW TO APPLY:**

To apply for this position, send a cover letter and resume to [careers@blythfestival.com](mailto:careers@blythfestival.com). Applications will be reviewed on a rolling basis. Please include in the subject line: **Assistant House Manager**

Blyth Festival thanks all applicants but will respond only to those selected for an interview.