

# THEATRE SERVICE ASSISTANT

March 24, 2025

***Join the Excitement at the Conexus Arts Centre!***

Are you passionate about theatre and customer service? Join our dynamic team as a Theatre Services Assistant and help us deliver exceptional events that leave a lasting impression!

## **About the Role:**

Join our team as a Theatre Services Assistant and help deliver exceptional theatre events! You'll assist in managing events, liaise with promoters and clients, and supervise Front-of-House operations to ensure smooth event execution. This fast-paced role is perfect for someone with strong leadership skills and a passion for providing excellent customer service.

## **Key Responsibilities:**

- Support event management, working closely with promoters and clients.
- Supervise and train FOH staff, ensuring high standards of service.
- Collaborate with the Centre Box Office to resolve event issues.
- Handle problem-solving on the spot during events.
- Ensure exceptional customer service by resolving client concerns.
- Interpret and fulfill event rider requirements creatively.

## **What You Need:**

- Knowledge of theatre operations, box office systems, and policies.
- Strong communication skills, both written and verbal.
- Ability to problem-solve in high-pressure environments.
- Flexibility with working hours, including evenings and weekends.

## **Ready to join our team?**

Send your resume to [amandap@conexusartscentre.ca](mailto:amandap@conexusartscentre.ca) by **April 4<sup>th</sup>, 2025** and help us create unforgettable event experiences!

**Note:** We appreciate your interest, however only those called for an interview will be contacted.

***Be part of something truly extraordinary at Conexus Arts Centre!***