



## Hospitality and Outreach Coordinator - Job Description

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**Timeframe: 30 weeks (7 months), starting April 1, 2020**

**Location: Montreal and surrounding areas**

**Salary: Approximately 35 hrs/week, \$15.14/hour**

**Application Deadline: March 23, 2020**

***\*Candidate must be eligible for Emploi Quebec's Subvention salariale\****

Repercussion Theatre is seeking an enthusiastic, organized, creative and outgoing individual to join our team! The Hospitality and Outreach Coordinator (HOC) will be responsible for preparing and running the merchandise and concessions tent of the Shakespeare-in-the-Park tour, with a focus on seeking sponsors and partners for the tent. The HOC will also assist in deploying Repercussion's marketing initiatives, including distributing posters & flyers along with other team members and selling program ads. The HOC will report to the General Manager and the Director of Communications.

Founded in 1988, Montreal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply.

### Pre-tour duties (April, May, and June):

- Seek sponsors and partners for the concessions and merchandise tent
- Brainstorm and implement ways to improve the offerings and layout of the concessions and merchandise tent
- Approach local businesses to sell ads in the SITP program
- Assist the Communications Assistant in distributing posters to local businesses; organize volunteers to help in poster distribution

### Tour duties (July 16 to August 16)

- Oversee set-up of tent at all performances
- Assign duties to Concessions Assistant and manage this person as well as the Volunteer Coordinator
- Ensure that concessions supplies are restocked as necessary
- Be a point of contact for VIP guests and show them to their seats
- Handle donations during intermission
- Document product activation for sponsors

- Respond to general inquiries at shows and assist people with accessibility needs
- Plan a volunteer party or other form of volunteer appreciation

Post-tour duties (mid-August to October)

- Ensure that tent materials are properly stored away
- Send thank-you notes and documentation to sponsors; ensure their continued participation the following year
- Research potential new sponsors

Other duties may include:

- Assist in other administrative and office work as required

Necessary Skills and Abilities:

- Bilingual (Excellent English language / grammar skills, written & oral; high proficiency in written and spoken French)
- Degree in marketing, business, or related field; or equivalent work experience
- Strong customer service and sales skills and ability to interact with the public
- Ability to lead teams, strong communication and organizational skills
- Attention to detail
- Ability to work independently *and* work well as part of a team
- Comfort with handling multiple projects at the same time and ability to adapt to a variety of situations
- Knowledge of accommodating people with accessibility needs an asset
- Driver's license – preference will be given to applicants who possess a driver's license.

Please email a cover letter and resume to Linnea Jimison, General Manager at [info@repercussiontheatre.com](mailto:info@repercussiontheatre.com) by **March 23, 2020 at 5pm**. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Please note that the successful candidate must be eligible for the Emploi Quebec Wage Subsidy Program *Subvention Salariale*. In order to find out if you are eligible, you need to go to your [Local Employment Centre \(CLE\)](#) and get an official letter.