



## Concessions Assistant for *Shakespeare-in-the-Park*

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**Timeframe: June 20 - August 6, 2022 (7 weeks)**

**Location: Montreal, in-person**

**Salary: \$14.25/hour, 40 hours per week**

**Application Deadline: May 20 at 5pm**

***\*Candidate must be eligible for Canada Summer Jobs program\****

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. **This role will support the 2022 Shakespeare-in-the-Park tour, running from July 14 to August 6.**

The Concessions Assistant works with the Hospitality and Outreach Coordinator (as well as the General Manager and the Director of Communications) to assess the needs of the tour in regards to concessions and merchandise, and lead the concessions team on site during the shows. The Concessions Assistant's tasks include:

- Helping to coordinate the purchase of concessions inventory including food items and merchandise.
- Helping to figure out the best set-up and arrangement for the concessions tent items.
- Picking up the necessary items at the office to bring to each park.
- Setting up and striking the concessions booth at each performance, including the point of sale hardware.
- Using the point-of-sale system to carry out cash and card sales, donations, and chair rentals.
- Assigning tasks to volunteers in the concession booth and overseeing them during the shows, in collaboration with the Volunteer Coordinator.
- Notifying the General Manager when concessions stock is running low and needs to be reordered.
- Ensuring that the cash box, point of sale equipment, and stock remain secure the entirety of the show.
- Ensuring the safe transfer of overflow cash to the General Manager at the end of the show.

### Preferred Profile and Abilities

- Experience in sales & customer service
- Experience securely handling cash
- At ease interacting with the public
- Ability to work outdoors and lift heavy objects
- Ability to work as part of a team
- Strong English level (spoken and written); basic French level (spoken)
- Driver's license is considered an asset

### Eligibility

Please note that applicants must be eligible for the Canada Summer Jobs program by meeting all of the following criteria:

- 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.

(Les candidats bilingues (anglais et français) seront considérés prioritairement.)

Please email a cover letter and resume to Linnea Jimison, General Manager at [hr@repercussiontheatre.com](mailto:hr@repercussiontheatre.com) **by May 20 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.