



Volunteer Coordinator for *Shakespeare-in-the-Park*

Timeframe: June 13 - August 12, 2022 (9 weeks)

Location: Montreal, primarily in-person with some remote work possible

Salary: \$14.50/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.**

Reporting to the General Manager and supervised by the Hospitality and Outreach Coordinator, the Volunteer Coordinator gathers, trains and oversees the volunteers who help before and during our Shakespeare-in-the-Park tour. The Volunteer Coordinator's tasks include:

- Soliciting volunteers through Repercussion's volunteer database.
- Soliciting new volunteers through contacting community organizations, centres, schools, and different groups as well as placing ads online and at offices.
- Managing the volunteer Facebook group.
- Getting parental permission forms for volunteers under 18.
- Planning/leading orientation sessions to explain the different tasks required of volunteers, what is expected from them, and how to work with the public.
- Creating a schedule of volunteer work (pre-tour: putting up posters in the communities where shows will take place; during the tour: acting as front-of-house ambassadors and working at the concessions tent); and accompanying them throughout.
- Creating a schedule of volunteer availabilities according to the need and their area of residence/area of interest, scheduling and confirming dates with each volunteer.
- Overseeing the volunteers both before the start of shows as they help with marketing, as well as on-site during the run as they usher, help with setup, raffle, selling concessions and merchandise, etc.
- Keeping an accurate and updated list of everyone who volunteers with us so that they can be properly thanked at the end of the tour.
- Maintaining and updating our "Volunteer Manual".
- Thanking volunteers post-tour.

Preferred Profile and Abilities

- Strong communications and organizational skills
- Ability to lead teams, assign tasks, and create schedules
- At ease interacting with the public
- Ability to work outdoors
- Strong English level (spoken and written); basic French level (spoken and written)
- 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 **by May 20 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.