

Job Title: Theatre Crew Member - Phoenix Theatre

Location: Fort Nelson, BC

Position Type: Part-Time

Job Summary:

The Phoenix Theatre is looking for enthusiastic, customer-focused individuals with a passion for providing friendly service to join our team as Theatre Crew Members. This role involves a combination of concession operations, box office duties, ushering, and janitorial responsibilities. As a Theatre Crew Member, your smile and positive attitude will play a key role in creating a welcoming and memorable experience for all our patrons.

Key Responsibilities:

- **Concession Operations:**
 - Prepare and serve food and beverages, including popcorn, snacks, and drinks.
 - Handle cash and card transactions accurately and efficiently.
 - Maintain cleanliness and organization of the concession area, including restocking supplies as needed.
 - Provide friendly and attentive service to all patrons, ensuring a pleasant concession experience.
- **Box Office Duties:**
 - Sell tickets using our ticketing system.
 - Provide patrons with information about showtimes, seating options, and theatre policies.
 - Handle customer inquiries and resolve any issues that may arise.
 - Balance and reconcile cash registers at the end of each shift.
 - Greet every patron with a smile and provide exceptional service.
- **Ushering:**
 - Monitor the auditorium during performances to ensure a comfortable and safe environment.
 - Assist with crowd control and manage audience flow during entry and exit.
- **Janitorial Duties:**
 - Maintain the cleanliness of the theatre, including regular cleaning of the auditorium, lobby, restrooms, and concession areas.
 - Perform routine cleaning tasks such as sweeping, mopping, and waste disposal.

- Ensure that all areas of the theatre are clean and presentable before and after events.
- **General Duties:**
 - Support theatre operations by setting up and breaking down for events.
 - Work collaboratively with other team members to ensure smooth and efficient operations.

Qualifications:

- Minimum age of 15 years.
- A friendly, approachable demeanor with a strong commitment to customer service.
- Ability to handle cash and perform basic math calculations.
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- Flexibility to work evenings, weekends, and holidays as needed.

Compensation:

- Hourly wage based on experience.

Application Instructions:

Interested candidates should submit their resume and a brief cover letter outlining their qualifications and experience to manager@phoenixtheatre.ca by September 21, 2024.