



Job Posting: Front of House Supervisor

High Performance Rodeo - January 16 - Feb 5 2023

One Yellow Rabbit Performance Theatre and the High Performance Rodeo seek enthusiastic and self-motivated Front of House Supervisors (3) to join our team during the 2023 festival.

The Front of House Supervisor coordinates all aspects of Front of House before, during and after a performance with the highest level of customer service for patrons, volunteers, and clients. Teams will be stationed at festival venues in Arts Commons, and at other venues in the downtown core.

Accountabilities Include:

- On site coordination and supervision of volunteers
- Greeting and seating patrons, providing accurate house calls as needed
- Ensuring accurate signage for venue safety and accessibility
- Timely opening of the lobby and house in collaboration with the production team
- Supporting box office staff with customer service concerns
- Accurate time keeping and nightly show and ticket sales report documentation
- Cleaning house and lobby before and after performances
- Supervising a safe and secure environment for volunteers, workers and patrons in collaboration with venue staff and other festival staff.

Qualifications:

- Excellent verbal, written and interpersonal communication skills
- Evening and weekend availability throughout the festival, and availability for pre-festival training shifts.
- Experience with customer service, ideally in an event or performance setting
- Self-motivated and able to work professionally with minimal supervision
- Work under pressure to provide positive, flexible and creative solutions while multitasking

Wage: \$22/hr. Approx. 30-50 hours throughout the festival on evenings and weekends

One Yellow Rabbit Performance Theatre and the High Performance Rodeo encourages all qualified individuals to apply. Diverse teams create magic and your lived experiences are valuable and important to the work we do. It is an expectation of employment with One Yellow Rabbit that all employees are fully vaccinated for Covid-19 and can show proof of vaccination.

Persons who are interested in applying for this position should submit a resume and cover letter by email to: boxoffice@oyr.org with the job title in the subject heading.

Applications will be accepted until December 16, 2022 or until suitable candidates are found.