



**FREEWILL
SHAKESPEARE
FESTIVAL**

PLAYS FOR A MIDSUMMER NIGHT.

Job posting: FREEWILL SHAKESPEARE FESTIVAL

Position: Concession & Merch Coordinator

Duration: June 11 through July 22, 2014 (6 weeks)

Reporting to the Managing Director and working in tandem with the Assistant Managing Director/Volunteer Coordinator and Site Coordinator, the Concession & Merch Coordinator is responsible for facilitating smooth commercial operations of the top-of-the-hill Amphitheatre site. This includes overseeing management of the concession, beer and merchandise tents.

Responsibilities include:

- Concession & Merch Coordination
 - Anticipate, prepare and pick-up inventory needs as required.
 - Prepare the sales tents for business each day, including for special events.
 - Display inventory attractively in concession/merch tents.
 - Keep track of all monies coming in and going out of the concessions area.
 - Secure inventory at the end of each show.
 - Ensure appropriate cash-out records are completed after each show.
 - Assist in maintaining flow and control of the sales tents while Site is open to the public.
 - Maintain inventory records, and perform post-job evaluation.
- Volunteer Management
 - Support and motivate volunteers in regards to the sales tents and delegate responsibilities appropriately.
- Other
 - Help manage external disruptions in the Park during performances.
 - Provide supervisory assistance in relation to patron and volunteer safety during performances.
 - Prepare for and assist in facilitation of possible emergencies or evacuations procedures.

Qualifications:

- Self-starter able to work independently with minimal direction
- Attention to detail and excellent problem-solving capabilities
- Flexible team player ready to contribute to other jobs as required
- Excellent time management and organisational skills
- Personable and confident communicator who is patient and positive at all times
- Basic level of understanding of live theatre and/or festivals
- Preference given to those with concession, bar or food handling experience
- Preference given to those with prior experience working with volunteers
- Must have a vehicle

Hours of Work and Remuneration

The Concession & Merch Coordinator commences full-time work one and a half weeks prior to the festival. For the duration of the festival (June 24 to July 20), hours are approximately 5:00 pm to 11:30 pm Tuesday to Friday, and noon to 11:30 pm (with a break between shows) on Saturdays & Sundays. Scheduling outside of performances is based on inventory needs as required.

The weekly rate of pay is \$500.00 for a period of six weeks, with personal vehicle expenses compensated at 0.45 cents/km for inventory re-stocking travel.

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Cadence Konopaki, Managing Director at md@freewillshakespeare.com

Deadline for application: March 1st, 2014

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Interviews will be scheduled for mid March.