

Festival Front of House/Box Office Staff Theatre Network, Edmonton

Theatre Network is seeking dedicated and energetic individuals to join their **Festival Front of House/Box Office** team for Nextfest 2015.

About Theatre Network

Theatre Network offers a three-show mainstage season focusing on the finest in contemporary world theatre, and including original commissioned works by Alberta playwrights. The company also hosts Nextfest, a multi-disciplinary festival of emerging professional artists, and presents the Roxy Performance Series, featuring a wide range of professional theatre and other performances.

About Nextfest

Nextfest is an 11 day emerging artist festival that presents emerging artists' work out of several venues across the city. Nextfest creates a platform for artistic work of varying disciplines through the theatre program, DanceFest, the 124 Street Art Walk, the High School Mentorship Program, the Nextfest NiteClubs and many more. In 2015 the festival will run June 4-14.

About the position

Festival Front of House and Box Office staff members are responsible for the efficient operation of venues and events during the festival, as well as overseeing volunteers and serving as a point of contact for patrons, artists and other festival personnel. This position is under the supervision of Theatre Network's Operations Manager.

Duties include:

- Box Office – processing ticket and pass purchases, customer service, and generating show reports.
- Front of House – opening and closing venues, overseeing volunteers, bartending, and running errands.

Experience in customer service, volunteer management, and a knowledge of the arts are considered assets. This position requires strong communication, organizational and computer skills, as well as the ability to work in both team and solo environments.

A valid driver's license, access to a vehicle during the festival, and ProServe certification are required.

This position is part-time with flexible hours during the period of June 1 – June 15, 2015 with the possibility of extension into Theatre Network's 2015/2016 season.

Please send cover letter and resumes to:

Harley Morison – Operations Manager
Theatre Network
10708 124 Street
Edmonton, Alberta T5M 0H1
Email: harley@theatrenetwork.ca

Closing date: **May 27, 2015**

We thank everyone who applies, but only candidates selected for an interview will be contacted. All applications are held in confidence.