

## We're Recruiting For...

# ASSISTANT FRONT OF HOUSE MANAGER

The Guest Services team, comprised of both Box Office and Front of House staff, ensures all our patrons' experiences at Confederation Centre of the Arts are memorable. Assistant FOH Manager plays a vital role in the day to day operations of the FOH team. Working closely with the FOH manager and other departments throughout the organization to ensure overall smooth operation and guest satisfaction during each performance.

Candidates interested in applying for the position of Assistant Front of House Manager:

- Must have past managerial or supervisory experience leading a team
- Be able to work flexible hours, days, evenings and weekends
- Appreciation of Arts and Culture
- Ability to handle customer concerns
- Ability to oversee day to day operations of FOH accounting transactions
- Strong team leader with positive attitude and work ethic
- Bilingualism is considered an asset for this position.

In addition to the experience requirements listed above, the knowledge, skills, abilities, and other characteristics that are required in this role include:

- Excellent verbal communication and interpersonal skills;
- Self-motivation, excellent listening skills and problem-solving skills;
- High level of personal and professional integrity and accountability;
- Engaging level of enthusiasm and humour;
- Ability to build and maintain relationships with customers; and employees
- Ability to adjust actions and/or plans in relation to external and influencing factors.

Front of House team are employed in accordance with the IATSE Local 906B Collective Agreement on full-time or part-time basis. Typical shifts include Evenings Monday – Saturday and Afternoon Matinees Monday or Tuesday and Wednesday & Saturdays

Candidates interested in pursuing this exciting opportunity should submit their résumé and covering letter to the attention of Joy Gallant, Manager of Guest Services, by email to [jgallant@confederationcentre.com](mailto:jgallant@confederationcentre.com) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown. We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Deadline: July 17, 2019

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.