



ALBERTA THEATRE PROJECTS

### **Job Posting: Front of House Usher**

*Our aim at Alberta Theatre Projects is to make life more beautiful by creating and producing great contemporary theatre from Canada and beyond. Our work is about what's now, what's new and what's next. In the welcoming oval of the Martha Cohen Theatre, right here in Calgary, we stretch as deep as life, as wide as the world.*

Reporting directly to the Front of House Manager, this position is a seasonal part time position from early Fall to late Spring, may also include some off season work.

#### **Specific responsibilities include:**

- Patron Services such as providing information about ATP and the show on stage, helping patrons find their seats and assisting with any patron concerns or questions.
- Speedy and responsible cash handling at the bar or merchandise, ice cream or raffle tables.
- Ensuring the safety and comfort of patrons by keeping aware at all times of issues of safety and emergency procedures, especially when seating latecomers in the dark.
- Supporting the Front of House volunteer staff by helping the FOH Manager ensure directions are being communicated and acted out on shift.

#### **The successful candidate for this position will possess:**

- Excellent verbal and written communication and interpersonal skills
- Proven organizational and time management abilities
- An outgoing, friendly personality
- A strong attention to detail and awareness of safety
- A passion for and knowledge of theatre, arts and culture
- Evening/weekend availability

At Alberta Theatre Projects we are committed to a diverse workforce and a respectful work environment. We are focused on attracting and retaining the best talent by encouraging applications from all qualified individuals including visible minorities, aboriginal people, and people with disability.

Please email your letter of interest and resume by email to Sharon Lancaster – [slancaster@atplive.com](mailto:slancaster@atplive.com). Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls please.

For more information about Alberta Theatre Projects please visit our website: [www.atplive.com](http://www.atplive.com).