



Segal Centre Front of House Department – February 2024

Front of House - Job Description

Rate: \$15.50 - \$15.90 / hour

To apply: Send your CV and a cover letter to amurphy@segalcentre.org

Deadline to apply is March 11, 2024

The Segal Centre for Performing Arts Front of House department is currently seeking candidates to join our FOH team. This is a part-time position for an outgoing customer service-oriented team player who thrives in a fast-paced theatre environment.

The position reports to the Front of House Manager. The responsibilities of this position include:

- Greeting patrons and program distribution
- Directing patrons to seats and theatre amenities
- Scanning tickets at the door
- Communicating patron concerns to House Management
- Knowing information about upcoming shows and general box office operations
- Acting as a sales and marketing ambassador to incoming audiences
- Set-up of décor for special events
- Other show or event specific duties as directed by the Front of House Manager

Requirements:

Candidates should be available for a minimum of two shifts per week: one shift per weekend (Saturday evening, Sunday afternoon or evening) and one evening shift from Monday – Thursday.

The position requires ushers to be able to move & lift objects of 40lbs. and be on their feet for extended periods of time.

Shifts are available from the end of March through the end of June 2024. Although there are no shifts during the summer, team members are welcome to resume work at the start of the new season in mid-September.

The successful candidate for this position should be of a positive disposition, outgoing, possess a calm and composed attitude, enjoy interacting with people, have strong communication skills, and be interested in being a part of the Montreal performing arts community. Most importantly, the candidate should have a commitment to superior customer service. Prior theatre experience in different capacities is considered an asset, as well as customer service-oriented job experience. Training will be provided.