



POST-SECONDARY STUDENT JOB OPPORTUNITY

Shakespeare by the Sea Festival Inc. is seeking a **Box Office Coordinator and Festival Production Assistant** for **525 hours** of employment during **May–August 2017** in St. John's, NL at the rate of **\$11.25 per hour**.

Duties:

- Operate box office/front of house, including cash reconciliations and deposits.
- Respond to public inquiries via telephone, email, social media and in person.
- Oversee the distribution of marketing materials (posters, flyers, etc.).
- Assist on an advertising sales campaign for the summer 2017 program.
- Support the Artistic Leadership Team on organizing teambuilding events for company members and public events held by the festival.
- Assist on administrative tasks relevant to the day-to-day operations of the festival, such as creating spreadsheets.
- Support directors, designers, and stage managers on the creation and acquisition of props, costumes, and set pieces for productions.
- Attend weekly production meetings.
- Other duties as assigned.

Qualifications:

- Excellent organizational and communication skills.
- Ability to work as part of a team but also under your own initiative.
- A high degree of professionalism and sense for providing good customer service.
- Strong computer skills.
- An enthusiastic and positive outlook and understanding of what it means to be a leader.
- A demonstrated passion for theatre and community building.
- A driver's license and access to a vehicle is an asset (mileage costs are compensated).

Terms and Conditions:

- This position is through Service Canada's Canada Summer Jobs program. To be eligible, students must be:
 - between 15 and 30 years of age;
 - registered as a full-time student in the previous academic year and intending to return to school on a full-time basis in the next academic year;
 - Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
 - legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.
- Like all positions funded by CSJ, this position is contingent on the festival receiving funding when 2017 CSJ grants are announced.
- Evening and weekend work is required, and you may be required to work on holidays.
- Full terms and conditions will be discussed with those candidates invited to interview and confirmed with the successful applicants in their contract.

How to Apply

Please send resume and cover letter by email to:

Ian Campbell, Artistic Director

ian@shakespearebytheseafestival.com

Deadline: 5pm (NL Time) on Monday, March 27, 2017