

VENUE CAPTAIN

Job Type: Volunteer

Duration: July 18th-28th

Start Date: July 18, 2019

Application Deadline: June 1, 2019

We are currently seeking several Venue Captains for volunteer positions that begin on July 18th, with some training sessions scheduled in June and July. These positions will be awarded a modest honorarium, with the chance to earn additional incentives throughout the festival.

Key Areas of Responsibility

- Collecting Box Office materials from Fringe office at the beginning of each shift and returning them at the end of day
- Operating Square Ticket Sales Software on iPad
- Ensuring that all box office paperwork is completed thoroughly and accurately for each performance
- Training and supervising two-three volunteers for each shift
- Determining and tracking house count and ticket count for each performance
- Balancing daily cash totals and preparing an accurate deposit, delivered to the Fringe office daily
- Soliciting donations from Fringe patrons through pre-prepared "curtain speeches"
- Creating a positive theatre experience for patrons, volunteers, and artists

Professional Qualities and Skills

- A positive outlook and a passion for the arts scene in Hamilton
- Demonstrated leadership skills as well as an ability to work as a member of a dedicated team
- Excellent communication and customer service skills
- Experience with cash handling and confidence with basic mathematical transactions
- Ability to problem solve under pressure while maintaining a friendly demeanour
- Experience working in a box office, a valid driver's license, and first aid certification will be considered strong assets

To apply: Please submit a covering letter and resume by June 1, 2019 or earlier to: manager@hamiltonfringe.ca with 'Venue Captain' in the subject line. While we thank all applicants, only those chosen for an interview will be contacted.