

New Position - Event liaison, Theatre operations and maintenance

The PAL Theatre is a new, 100 seat studio venue located on the top floor of the PAL Vancouver residences in Coal Harbour. PAL Theatre is looking for part-time personnel to undertake evening and weekend liaison with theatre renters. The main function of the position is to ensure smooth operations during theatre rentals and the safekeeping of the public, the theatre and its equipment when in use.

Duties

- On site to assist renters and guests during evening and weekend rentals
- Ensure that renters can access the building and have what they need and can expect from the rental contract.
- Is the last to leave the theatre each shift ^ ensuring all guests have left the building and that the space is left in a safe and secure manner.

- Volunteer coordination
- Recruits, orients and trains theatre volunteers
- Organizes orientation, safety training, tech equipment workshops
- Liaise with theatre users and renters to establish personnel need for volunteer and/or production/technical personnel
- Co-ordinates and schedules volunteers for identified tasks such as ushers and greeters for all events where the public is invited to attend

- Janitorial
- Keeps staff/cleaners informed of current (and emergency) needs

- Facility security upkeep and minor improvements
- Recommends, advises and/or undertakes equipment maintenance

Requirements

- Excellent communication skills and experience working with the public
- Experience in volunteer coordination

- O Computer skills: Microsoft Office and Outlook
- O Some experience in a theatre or performance venue is an asset
 - o Applicants are not required to have technical knowledge of theatrical equipment

This is an hourly position scheduled according to rental needs for evenings and weekends. Due to scheduling regulations, more than one person may be hired.

Please submit applications by e-mail to Deb Martin, deb@palvancouver.org, or by fax to 604 646-4652. No phone calls please. Only applicants selected for interviews will be contacted. Application deadline is Friday, October 10 2008.