

## We're Recruiting For...

### Front Of House (Guest Services)

The Guest Services team, comprised of both Box Office and Front of House, ensures all our patrons' experiences at Confederation Centre of the Arts are memorable. Front of House Staff are generally responsible for all interactions with guests during performances and events in our theatres, including taking tickets, and directing or assisting guests to their seats.

#### Candidates interested in applying for a position in Front of House must:

- Be 19 years of age or older
- Have or be able to obtain the Responsible Server certification
- Have an interest in arts and culture
- Be comfortable dealing and engaging with customers
- Bilingualism is considered an asset for this position.

#### Knowledge, skills and abilities:

- Excellent verbal communication, customer service, and interpersonal skills
- Self-motivation and a positive, team-player attitude
- Ability to work independently and as part of team
- High level of personal and professional integrity and accountability
- Engaging level of enthusiasm and humour
- Ability to build and maintain relationships with customers
- Ability to adjust actions and/or plans in relation to external and influencing factors.

Posted Date: Thursday, February 3, 2023

Union Jurisdiction: IATSE B906

Classification: Usher; Concessionaire

The starting hourly rate is \$15.00

Casual position: Full and Part-Time hours available

Typical shifts include Monday-Saturday evenings, as well as afternoon matinees on Thursdays and Saturdays.

### How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to



CONFEDERATION CENTRE OF THE ARTS  
CENTRE DES ARTS DE LA CONFÉDÉRATION

145, rue Richmond,  
Charlottetown Î.-P.-É.  
Canada C1A 1J1

[confederationcentre.com](http://confederationcentre.com)

145 Richmond Street T (902) 628.1864  
Charlottetown P.E.I. F (902) 566.4648  
Canada C1A 1J1

candidates for all aspects of the recruitment and selection process.

**Closing Date: Friday, March 3, 2023**