

 **Evergreen Theatre and Community SPACES Facility Attendant**

Evergreen Theatre and Community SPACES is looking to hire a couple individuals as Facility Attendants to aid in our day-to-day operations helping us as we “Make SPACE for creative communities to thrive.”

This will be a casual/part-time contract position with a flexible schedule based around facility bookings. The hours will be primarily evenings and weekends (predominately Sundays and Fridays). Rate is $19.00/hr. *On average four shifts a month.*

Responsibilities:

* Answer SPACES Community queries about the facility
* Help ensure SPACES Community experience is to highest standard
* Light custodial duties to keep the SPACES looking their best
* Unlocking and locking the building
* Various tasks to support weekly operations
* Helping with studio changeovers and set-up as required

Qualifications:

* Strong verbal communication skills
* Strong problem-solving skills
* Ability to lift tables, move chairs and handle light custodial duties
* Exceptional organizational and time management skills
* Ability to work independently with commitment to the team and the SPACES experiences
* Comfortable working alone
* A love for community and the arts
* Work with a diverse group of clients with varying needs, from various sectors
* And fun!

**Applications will be accepted until September 16th, 2019 please email letter of interest and resume to Michelle at admin@evergreentheatre.com**

Who We are:

Evergreen Theatre and Commuity SPACES is 24,000 sqft of multi-purpose space utilized by over 100,000 persons a year.

With over 24,000 sqft of multi-purpose space, we offer 7 studios, a large theatre performance space, workshop, boardroom, and office space for organizations as well as other businesses that serve over 100,000 Calgarians annually. With over 170 active arts and culture centric groups using the SPACES, we are home to performances, festival, auditions, artistic development classes and workshops for students, artists, and members of the community.

Additionally, Evergreen proudly offers curriculum-based musical theatre touring shows, artist-in-residency programs for schools, as well as custom workshops, presentations, and activities for conferences and organizations nationwide.

Every aspect Evergreen Theatre Society is guided by our belief in *Making SPACE for creative Communities to thrive.*

*It is the policy of Evergreen Theatre Society to provide equal opportunity for all employees and applicants for employment without regard to race, religion, colour, sex, sexual orientation, national origin, age, marital status, covered veteran status, mental or physical disability, pregnancy, or any other basis prohibited by provincial or federal law.*