



# Ghost River Theatre

## Front of House and Box Office Employee (Part-Time, Contracted)

### Who Are We?

Ghost River Theatre calls Treaty 7 territory our home base, which is the traditional territory of the Blackfoot Confederacy, which includes the Kainai, Siksika and Piikani nations, Tsuu T'ina (Dene) Nation and the Stony/Nakoda Nation, which include the Bearspaw, Chiniki, Wesley Nations and the Metis Nation Region 3

Ghost River Theatre values the daring, the illuminative, and the surprising. Our work often examines exceptional individuals in extraordinary circumstances, subjects whose volatile relationship with ambition mirrors our obsession with wrestling with the impossible, constantly reframing and rediscovering what theatre is and is capable. We are committed to expanding the language of theatre; to creating contemporary mythologies based on stories that reflect our experience of the world.

Led by Artistic Director Eric Rose and Executive Director Kate Stadel, Ghost River Theatre is an award-winning devised theatre company that creates, develops, and mounts original productions through a significant investment in imaginative research and development. We make our work in a rigorous, supportive, collaborative-creation environment that recognizes and utilizes the unique abilities of all participants, premiering our work in Calgary and then touring it nationally and internationally. Our work embraces a hybrid of high-tech visual spectacle with low-fi theatrical magic.

### The Role

We are recruiting a part-time box office and front of house employee to join our team on a part time contract for our production of STRUCK. This is a new position created to support the company's Front of house and box office needs while learning from the Executive Director and Producer.

If you're interested in earning extra funds over a contracted time, while helping and learning from the Ghost River Theatre team, this is the right job for you.

Ghost River Theatre Society  
2007 10 Ave SW Calgary AB T3C 0K4  
403-242-7118 x2  
[play@ghostrivertheatre.com](mailto:play@ghostrivertheatre.com)  
[www.ghostrivertheatre.com](http://www.ghostrivertheatre.com)

## Tasks

We're seeking box office and front of house support for the production of STRUCK.

We're looking for someone to work responsibly from home and manage any box office needs that arise. Anything from questions from ticket buyers, managing Eventbrite, booking complimentary tickets, and keeping the staff updated on sales. During the show run, you will help manage box office volunteers, walk up sales, and daily ticketing updates and trouble shooting.

For the Front of house aspect, you will be responsible for managing and booking front of house volunteers during the run of the show. This includes bartenders (certified smart serve) and ushers. You will help seat guests, give an opening speech, and monitor and manage late comers. We will also require you to have First Aid level 1 and Pro-Serve.

## Who Are You?

For this position, we are looking for someone who is a self-starter, can work from home and is task oriented. You also are very polite and welcoming to audience and guests and can manage basic cash outs at the end and beginning of each shift.

You will be available to work part time starting January 2<sup>nd</sup> to work on managing the box office inquiries, book, and schedule volunteers. Starting on January 31<sup>st</sup>, when the performances are running, you will be working each evening to help set up and organize the lobby area, monitor and be accountable to the cash/square tap for box office and concession, help audience as needed and manage volunteers.

You are committed to equity, diversity, inclusion, and accessibility and are committed to continuously learning how to provide opportunities and success for artists better.

You are passionate about working with people and interested in building relationships. You have strong computer skills, are familiar with Mac environments, square space, adobe, Microsoft office (specifically excel and word) and can adapt quickly to new software and processes.

Most importantly, you're a do-er. You enjoy checking things off your list with pride.

## How to Apply

Please indicate your interest by emailing [play@ghostrivertheatre.com](mailto:play@ghostrivertheatre.com) with your resume and cover letter. If you would like to request application assistance, please contact [play@ghostrivertheatre.com](mailto:play@ghostrivertheatre.com) or call 403-242-7118 x2 for assistance.

Please apply by November 18th, 2022.

This position is contracted for \$2000.00. You are expected to work an average of 10 hours a week for the first 4 weeks, and 20 hours a week for the final 2 weeks.

GRT is committed to actively supporting anti-racism & anti-oppression and working against systems of oppression. As part of our efforts towards a more equitable, diverse, inclusive and accessible future in the performing arts, we are recruiting to build a diverse team of people of all backgrounds and identities.

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