



**Theatre Prospero Association**  
9210 118 Ave. Edmonton, Alberta T5G 0N2  
780-761-2773 | [www.theatreprospero.ca](http://www.theatreprospero.ca)

**Job Title:** Front of House Manager

**Application Deadline:** May 31, 2024 or until the position is filled

**Contract Dates:** As soon as possible start through July 6, 2024

**Compensation:** \$2,000 flat contract fee (expected 85-100 hours of work)

Theatre Prospero seeks an individual to supervise the front of house operations for its upcoming production of *Anthem of Life, Part 1*. The performance run of the play will consist of 15 public performances at the Alberta Avenue Community Centre between June 19 and July 6, 2024. The FOH Manager will be responsible for organizing the volunteer ushers, supervising the premises during each performance, and serving as the FOH team lead. The first few weeks of June will consist of recruiting and organizing volunteer ushers for the performances (approximately 10-20 hours), then will shift to on-site supervision beginning the week of June 17 (approximately 75 hours).

For over the past 20 years, Theatre Prospero has celebrated the myths and stories at the roots of Edmonton's many cultures through our various theatre productions. Our artists and audiences come together to share these stories that reflect our diverse society. The venues where they meet include theatres in Edmonton, our home venue on Alberta Avenue, found spaces, classrooms, seniors' centres, and school gyms across Alberta and virtually across Canada. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages and strongly encourage submissions from people of all backgrounds so that we may continue our tradition of discovering what connects us all through art.

**Front of House Manager Job Description:**

The FOH Manager reports to the Associate Producer of Theatre Prospero. The FOH Manager's responsibilities include:

- aid with the recruitment of volunteer ushers
- organize, train, and supervise volunteer ushers
- oversee audience entrance and exit from the venue, including latecomers
- ensure that all audience members have correct tickets for the show
- provide radical hospitality to all members of the public
- act as a first responder and leader in the case of an emergency

Key dates/times for the project are:

- Evening show shifts from 6 PM to 10:30 PM:
  - Tuesday, June 18 - Saturday, June 22
  - Wednesday, June 26 - Saturday, June 29
  - Tuesday, July 2 - Thursday, July 4
- Matinee show shifts from 11:30 AM to 4 PM:
  - Saturday, June 22
  - Sunday, June 23
  - Sunday, June 30
  - Saturday, July 6

### **Front of House Manager Qualifications:**

We are looking for a self-motivated individual that has a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other arts. Good communication skills, an audience focused attitude, out of the box thinking, and a servant leadership mindset are a must. The successful candidate will have a proven track record of leading teams and making decisions autonomously. Previous experience in a front of house, box office position, or venue management is a must. Excellent organizational and problem-solving abilities, with a keen attention to detail and the ability to manage multiple tasks and priorities in a fast-paced environment are assets. The successful candidate will be expected to possess both First Aid/CPR and ProServe qualifications.

Please email your resume and a cover letter to [info@theatreprospero.ca](mailto:info@theatreprospero.ca) with the subject line "FOH Manager Application." **We are accepting applications until May 31, 2024, or until the position is filled.** Applications will be reviewed as they are received.