



Position: Assistant House Manager (Temporary)

The Port Theatre is a municipally-owned facility operated by The Port Theatre, a non-profit society. Its mandate is to stimulate and enhance artistic, cultural and economic activity in the Central Vancouver Island region. Over 250 events are held in the theatre each year, attracting over 100,000 patrons. The successful candidate will work in a very active, and at times, challenging environment.

The Port Theatre Society requires a casual part-time Assistant House Manager for evenings and weekends, commencing September 2017. Hours of work may vary from 0 to 35 per week.

The successful applicants will have:

- Hospitality experience and Serving It Right
- Excellent customer service
- Cash management skills
- Enjoy working with volunteers
- Working knowledge of computers (Windows, MS Office)
- A team approach to the workplace

Application deadline: Tuesday July 18, 2017 @ 5pm

Please submit cover letter and resume to:

The Port Theatre
Greg Graham, Senior House Manager
125 Front St
Nanaimo BC V6R 6Z4
Fax: 250-754-4595
ggraham@porttheatre.com

Only those candidates selected for interview will be contacted.