



"Celebrating our Heritage, Investing in our Future"

The Corporation of the Town of Petrolia
is seeking
THEATRE USHERS
(Seasonal, up to 30 hours per week)

Front of House staff are expected to offer the highest level of customer service possible to guests, donors, visiting artists, artist management, patrons, and any other member of the public or administration they may encounter. Front of House Staff are also expected to carry out any job function management deems as appropriate and within the scope of caring and maintaining for the theatre, customer service, audience experience, pre-show prep, post-show breakdown, guest and staff safety/emergency response/security.

Responsibilities:

- Politely directing and escorting patrons to their seats.
- Providing patrons with programs and other relevant materials.
- Checking assigned section for cleanliness.
- Visually sweep the theatre to check for potential safety issues and lost and found items.
- Be aware of and enforce appropriate house rules.
- Must be aware of, and follow, the proper procedures for assisting patrons
- Other duties as directed.

Requirements:

- Ability to lift 50 lbs waist high, and able to assist with set up of furniture for events as directed.
- Ability to climb steps repeatedly
- Ability to stand for long periods of time.
- Work in a fast-paced, busy environment with environmental conditions such as noise, heights, dark/dim/absence of lighting.
- Ability to bend, stretch, reach and kneel without restriction.
- Communicate effectively in English.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Maintain a professional, neat and well-groomed appearance, adhering to PAC uniform requirements
- Work varied shifts, including days, nights, weekends, and holidays
- CPR/First Aid an asset
- Smart Serve an asset

Resumes clearly marked VPP Usher will be accepted up to **12 noon on Friday, July 28th 2023:**
in person at the Petrolia Municipal Office, 411 Greenfield Street
by mail to 411 Greenfield Street, Petrolia, ON N0N 1R0 or by email jbullock@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.