

Employment Opportunity

Event Attendant

Civic Theatres Toronto Toronto, Canada

Home Classification(s):

The Sony Centre for the Performing Arts and Toronto Centre for the Arts

Civic Theatre Toronto's Events Department has an opportunity for an enthusiastic, resourceful team-player who thrives in a fast paced, hands-on, competitive environment in the role of "Event Attendant". This is a part time casual hourly position. This role consists of working evenings and weekend hours as required.

This position is a member of IATSE Local B-173, but is exempt from the sign up requirement. Events are staffed solely at the discretion of the Event Manager. Full details are outlined in the CBA.

The successful candidate will be assigned a home classification, however additional work schedules may be assigned to any CTT venue.

KEY ACTIVITIES & RESPONSIBILITIES:

Under the direction of the Manager, Events, or designate, the responsibilities of this position include, but are not limited to:

- General event set up and tear down:
 - Moving and arranging event materials such as signage, brochures, pamphlets, tables
 - Setting up furniture by following a floor plan
 - Unpacking and setting up rental or internal items such as tables, chairs, table linens, food and beverage items, etc.
 - Setting up and tearing down event spaces with décor pieces as required
 - Assembling giveaway bags/takeaway gifts
 - Tagging and organizing coat check
 - Break down tables and rental items to be ready for pick up
 - Set up and tear down of food and beverage stations
- Run registration/check-in desks for corporate or VIP events, including checking guests in, directing them, handing out any materials/giveaway bags
- For non-ticketed events, using a clicker to track guest counts as they arrive
- Crowd control and organization for artists meet and greets
- Serving and working bars for events and general food and beverage service as needed
- General event clean up, including clearing food and beverage items throughout and after event is complete
- Backstage dressing room and crew catering set up and tear down
- Liaising with clients to ensure events are executed to their satisfaction
- Interacting and greeting patrons in various customer service roles
- Accepting and organizing deliveries

Position Requirements:

- Independent judgment and problem solving skills to assess and resolve situations quickly, discretely and with minimal disruption to performances and/or events
- Excellent interpersonal and relationship building skills to communicate effectively and diplomatically with patrons, clients and staff
- Crowd management skills, including ability to coordinate orderly movement and maintain safety of large numbers of people in states of high emotion
- Coordination and planning skills, excellent oral and written communications skills
- Knowledgeable in safety and emergency response procedures to identify, assess and resolve patron problems
- Smart Serve Certified and legal age to serve alcohol in Ontario

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include 'Event Attendant' in the subject line and indicate the Home Classification you are applying to.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: July 30, 2018

Application Deadline: August 10, 2018

Start Date: ASAP