



202-1215 Henderson Hwy
WINNIPEG MB R2G 1L8
Ph: (204) 989-5261 ex 101
E-mail: desiyo@rainbowstage.ca

Rainbow Stage is currently hiring seasonal, part-time Assistant Front of House Manager position to start May 6 to September 13, 2024. Please send resumes to the above e-mail address to the attention of Administration and Marketing Coordinator.

Rainbow Stage - Assistant Front of House Manager

Assistant Front of Manager report to the Front of House Manager, who will assign daily duties. The positions require flexibility in schedule during the season and **must be available during the run of both shows as required**. Hours will primarily run during evenings and weekends with some daytime shifts. Shift schedules are created by the FOH Manager.

The Assistant Front of House Manager is responsible for assisting the operation the Front of House and working closely with the FOH staff and Volunteers. **This year we are performing Ma-Buhay! from June 26th – July 14th and Mary Poppins from August 14th – September 1st of 2024.**

Overall Duties

- Coordinate and ensure the smooth operation of the Front of House.
- Assist the Front of House Manager in organizing Volunteer Orientation and Volunteer Appreciation Night.
- Assist the Front of House Manager with Wall of Fame.
- Brief volunteers of their duties and house count during the start of each show.
- Collect, count, and deposit money after each performance and arrange for adequate float money.
- Prepare FOH manager's reports nightly including house counts, deposits, lost and found and patron's feedback.
- Report and follow through on any malfunctions and safety concerns in the lobby and theatre.
- Ensure the safety of patrons, volunteers and staff through the proper implementation and enforcement of emergency procedures.
- Notify and keep records of 50/50 winners.
- Secure all locks and alarms in the building before leaving the theatre.
- Work closely with box office staff, FOH staff, stage managers, etc.
- Maintain supplies and uniforms for the volunteers.
- Other duties as assigned.

Requirements/Qualifications

- Experience with cash handling and counting *is required*.
- Previous experience in a supervisory or leadership role is an asset.
- Strong communication and interpersonal skills.
- Ability to thrive in a fast-paced environment and effectively manage priorities.
- Must be available to work evenings and weekends with some daytime shifts.

May occasionally be required to handle closing duties independently, including locking up the premises at night. Must be comfortable with handling cash from the bar and 50-50 sales.

Additional Information:

Rainbow Stage values diversity in its workforce and invites applications from all qualified candidates. If you require accommodation at any stage of the application process, please do not hesitate to make a request. We thank all applicants for their interest in Rainbow Stage, however only those selected for further consideration will be contacted.

Application Deadline: April 26, 2024
All applicants are encouraged to apply as soon as possible.