



## **Princess Sheila NaGeira Theatre**

### **Employment Opportunity / Permanent Full Time**

#### **THEATRE/OFFICE MANAGER**

The Princess Sheila NaGeira Theatre is an air conditioned, accessible facility, with 380 seats, in the Town of Carbonear. Since opening in 1998, the theatre has become the principal centre for the performing arts in Carbonear and many of the surrounding towns. The well designed and attractive theatre is a source of pride for the Town of Carbonear and the entire Baccalieu Trail region. The theatre has approximately 25,000 patrons annually attending various local, national and international performances. The theatre is operated by the Princess Sheila NaGeira Theatre Board.

The Princess Sheila NaGeira Theatre Board is seeking an enthusiastic individual with passion for the theatre, professional and friendly with excellent leadership, communication and organization skills. The position is responsible for the smooth operation of the theatre, ensuring it functions effectively and within budget. The position will also be responsible for scheduling and booking; supervision of ushers and setup requirements; performing general office duties, keeping detailed financial records of ticket sales, rentals, and expenses, completing payroll and related activities. The position will also be responsible for marketing and promotion of the theatre and other duties as required by the Theatre Board.

The ideal candidate should be a graduate from a recognized office administration/business program with experience in using computerized word processing, spreadsheets and accounting programs. Training and or experience in a related field would be an asset.

Interested applicants may apply by submitting a cover letter and resume (include three professional references) in a sealed envelope or by submitting to the email address below in PDF format, not later than 2 pm on Friday, March 6, 2020:

#### **Princess Sheila NaGeira Theatre Theatre/Office Manager Position**

**P.O. Box 999**

**Carbonear, NL A1Y 1C5**

**E-mail: [info@carbonear.ca](mailto:info@carbonear.ca)**

Please direct any questions to the contact above. Applicants selected for an interview will be contacted. The successful applicant will be required to provide a clear letter of conduct.

The Princess Sheila NaGeira Theatre Board thanks all applicants for their interest.