

Event Assistant:

The Theatre Attendant will be responsible for performing various tasks at events like setup or takedown, material assembly and distribution, greeting and ushering, and collecting and delivering items.

The Theatre Attendant will participate in planning meetings, working alongside event planners, volunteers and other staff to learn about and contribute to the success of events at the theatre and beyond. This position may work at The Grove Theatre site, but also act as an important assistant to other events.

Specifically, this position will assist the Event Coordinator and wider Kawartha Co-op team with their event plans, including the second annual Hay Fever event in Fenelon Falls, a huge hit from the 2020 season!

Skills to Be Developed:

- Developing and carrying out efficient and cost-effective event plans
- Interpersonal communication with group members, communities and wider populations of visitors
- Working on a team, in a small community setting
- Event planning and promotion for community events and growth of small-town tourism in Ontario region

Career Related Experiences:

- Organizing and implementing complex event plans
- Preparing and maintaining cost and revenue budget components
- Communication with a wide range of audiences both through online and in-person settings
- Working in a collaborative team effort, but with strong independent skills to plan and carry-out programs and initiatives

Position Details:

- June 28th 2021 to October 29th 2021
- \$14.25/hr for 15 hours/week

Please forward your resume and cover letter [optional] to info@kawarthacoop.ca with Events Coordinator in the subject line.