

## POSITION DESCRIPTION

<b><u>JOB TITLE:</u></b> Summer Theatre Staff	<b><u>REVISION DATE:</u></b> March 2021
<b><u>REPORTS TO:</u></b> Recreation Coordinator	<b><u>STATUS:</u></b> Part-time seasonal
<b><u>DEPARTMENT:</u></b> General Gov't/Recreation	<b><u>TYPE:</u></b> Hourly

### **PURPOSE OF POSITION:**

The Theatre Staff are responsible for organizing and executing seasonal theatre events for the Village. This includes, but is not limited to, weekly theatre showings, including holidays, weekends, and evenings.

### **RESPONSIBILITIES AND DUTIES:**

- I. Towne Theatre:
  - Nightly custodial duties; vacuuming, mopping sanitizing, and general cleaning.
  - Communicating with Recreation Coordinator overage/shortages, re-stocking orders along with any other pertinent information.
  - Balancing cash floats after each show.
  - Operating cash register, debit machine and ensuring accuracy and efficiency.
  - Stocking and operating concession booth, including popcorn machine(s).
  - Customer service.
  - Frequent sanitization before during and after the movie and logging it to ensure cleanliness
  - Enforce and follow all COVID-19 policies and procedures set out by the Village of Burk's Falls and the North Bay Parry Sound District Health Unit
  - Staff must wear a face covering and eye protection for extended periods of time;
  - Must wear a face covering if you are within 2m/6ft of staff or the public.
  - Must wear eye protection and a face covering if a 2m/6ft distance cannot be maintained with the public.
  
- II. Performing other associated duties, as directed.

The position will work 20-30 hours a week with evenings, weekends and summer holidays included.

### **POSITION SPECIFICATIONS:**

#### **Experience**

Cash handling would be an asset.

#### **Abilities/skills**

Good customer service skills with ability to remain calm in the face of emergencies.

**Education**

Grade 9 or higher education.

**Judgement**

Problems faced on the job tend to be somewhat routine with infrequent new problem situations. Decisions are made from a number of known alternatives, guides or precedents. Unusual problems are usually referred to someone else. Some choice of independent action or judgement.

**Contact**

Contacts primarily require the ability to identify and respond to basic needs or requests. Contacts may be both inside and outside the organization. Tact and diplomacy may be required to deal with minor conflicts/complaints. Generally the incumbent can refer or confer on a difficult or challenging situation.

**Mental Effort**

Tasks are generally detail oriented, routine with little interruptions. Frequent paperwork is involved, and low concentration is required for data entry. COVID-19 restrictions will be in place and must be enforced daily.

**Physical Effort**

The position requires standing for long periods of time and sitting for moderate time periods. Vision often focuses between reading and data entry. Lifting 20 lbs maximum is seldom required. Staff must wear a face covering and eye protection for extended periods of time.

**Resources**

Modifies (adds, deletes or edits information for content) information/data/files that are somewhat complex. Ensures others have information/data/files in the form they need. Develops methods or formats for storing or presenting information/data/files.

**Policies and Personnel**

Provides functional or technical guidance and/or training or instruction to junior staff.

**Material Resources**

Work may minimally affect the safety, well-being or interests of user groups. May provide support services to the program or service, or to individuals who directly provide a program or service. Direct involvement is incidental to the functions of the job.

**Finances**

Infrequently position is involved in minor financial matters, typically on a relief basis.

**Working Conditions and Hazards**

The position works 20-30 hours/week. The working environment is a theatre with varied shifts and no overtime available. Typical conditions are such that a minor risk of injury, harm or illness to the incumbent could occur. Staff must wear a face covering and eye protection for extended periods of time. Staff must wear a face covering if you are within 2m/6ft of staff or the public. Staff must wear eye protection and a face covering if a 2m/6ft distance cannot be maintained with the public.