



We are Hiring!

Do you have a few spare hours in the day? Do you have a love of live music and the performing arts?

Gate House Community Association is now taking applications for a part time manager to represent Gate House Theatre for the term of one year starting in July 2024.

Duties include: Receiving phone calls and emails on behalf of Gate House theatre, taking event bookings from performing artists (usually October-May), booking theatre rentals (all year round), maintaining and updating the board calendar to reflect bookings, overseeing cleaning schedule, answering customer questions including social media and website inquiries, overseeing live events, taking stock inventory, updating membership data, ordering supplies and making weekly recycling runs to island foods, while working closely with board members to ensure smooth operation of the theatre at all times, addressing any concerns in a timely manner.

Requires use of own phone. Driver's license and car would be an asset.

Ideal candidate has excellent organizational skills and people skills, as well as good computer skills (word, excel) has some knowledge of social media, understands the limits of a volunteer-run charity and has a heart to give back to the community, appreciates and understands the benefit live performing art brings to the triport area.

Hours will vary but average out to be around 10 hours per week. Annual salary is \$12,000 Training will be given during first month of work.

Would suit semi-retired person, or someone who is looking for part time work that ensures you are still out and about in the community.

If this interests you please send us an email at info@gatehouseca.org and tell us about yourself.

Application deadline June 15th 2024.