

the
**Norman
Rothstein
Theatre**

JOB POSTING

The Norman Rothstein Theatre is seeking a **Theatre Assistant**.
This is a **full time position** commencing **April 28th, 2008**

Theatre rental duties include:

- Bookings
- Preparing and sending out contracts
- Ensuring that contracts and deposits are returned in a timely manner
- Managing tickets (distribution and sale)
- Completing Room Set-up Sheet specifically for an individual client's needs
- Dealing with challenges to dates held by clients
- Liaise with Front of House Manager and Technical Director
- Completing final settlements
- Following up past-due accounts and unpaid settlements
- Accounts payable /receivable
- Preparing statistical reports
- Insurance reports – preparing and sending a monthly reports

Programming duties:

- Assist the Artistic Managing Director in all aspects pertaining to the annual festival Chutzpah! The Lisa Nemetz International Showcase of Jewish Performing Arts and additional NRT programming
- Assist the Artistic Managing Director with theatre marketing and outreach

The Theatre Assistant works under the direct supervision of the Artistic Managing Director.

Experience required includes minimum of three years in a similar position with an excellent knowledge of all aspects of performing arts and a thorough knowledge of the process of venue rentals, theatre production including budgeting, theatre marketing and promotion and an understanding of professional arts funding. Candidate must be available to work some evenings and weekends, and must be an enthusiastic, positive team player and able to multi-task. Must have a valid drivers licence. Box Office experience an asset.

Salary: based on experience

Please mail or email a resume and cover letter by March 28th to:

Artistic Managing Director, Norman Rothstein Theatre
Jewish Community Centre of Greater Vancouver
950 W. 41st Avenue, Vancouver, BC V5Z 2 N7
Fax: 604 257-5121
Email: ml@jccgv.bc.ca

Please note: Only those short-listed will be contacted.