



VOLUNTEER POSITION: Reception Relief

The Arts Club Theatre Company is Western Canada's largest professional theatre company. Now in its 52nd season, this not-for-profit charitable organization produces and presents year-round at three venues—the Stanley Industrial Alliance Stage, Granville Island Stage, and Goldcorp Stage—as well as on tour throughout the province.

Accepting Applications: Volunteer Reception Relief

The Arts Club Theatre Company is seeking volunteers for a reception relief pool to provide 3 hours of reception relief at mid-day in a lively, high-traffic office, on an ongoing basis.

HOURS: 12–3PM; Wednesdays *and/or* Thursdays *and/or* Fridays

DUTIES AND RESPONSIBILITIES: The volunteer receptionist will provide a professional and inviting presence at the front desk, will assist with various office duties and relieve the Administrative Assistant on her lunch break. Receptionist will answer phone calls, distribute mail, courier packages, edit and update the weekly calendar, and direct people to the appropriate person(s) or department(s). Additionally, the receptionist will assist the Administrative Assistant with various administrative duties.

Training will be provided.

We offer an incentive program rewarding banked volunteer hours with theatre tickets.

QUALIFICATIONS: Overall, the successful candidates must possess an excellent telephone manner and exceptional people skills. Candidates must be capable of remaining calm and gracious, and be able to keep track of a myriad of details while dealing with constant inquiries and interruptions. To achieve this, flexibility, dependability, adaptability and a good sense of humour are essential. The successful candidates will be independent, have excellent organizational skills and a high level of professionalism. Keyboarding skills and knowledge of the Microsoft Office Suite would be an asset. Our ideal candidates will also have a love of theatre and the arts.

TO APPLY: Send a letter outlining why you would like this opportunity, and any relevant skills and experience you would bring to the position. If you have a resume you may include that as well.

Send applications to Heather Kemski, Administrative Assistant, at hkemski@artsclub.com

We thank all who express interest in this position, however, only those selected for an interview will be contacted.

Heather Kemski
Administrative Assistant

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