



## Employment Opportunity: **Front of House Assistants (3 Openings)**

Temp Hourly Position  
Oct 15th 2022 - Oct 24th 2022

**Deadline:** Open until filled

Wage: \$22.00 CAD per hour

Reporting to the Front of House Lead with the Support of the Operations Manager, the FOH Assistants are responsible for the operation of Festival screening venues at the TIFF Bell Lightbox, including cinemas and public spaces ensuring safe and smooth operation of the Front of House.

### Primary responsibilities

- Following the schedule set by the FOH Lead, Operations and Programming to ensure films start on time and as smoothly as possible
- Helping Volunteers with ticket scanning and troubleshooting
- Collaborating with iN Staff, Programmers & Board to ensure that everyone is on site for intros and Q&As
- Ensure technical accuracy of all screenings, in consultation with imagineNATIVE Production Coordinator & FOH Lead
- Ensure the safety of guests, volunteers, staff, etc through the proper implementation and enforcement of emergency procedures;
- Complete FOH reports and maintain relevant data keeping;
- Troubleshoot any challenges that may arise during an event/screening collaboratively with TIFF's FOH team, the Production Coordinator and the FOH Lead
- Participate in a Post Mortem Meeting with FOH Staff & Operations Manage
- Additional Duties pertaining to FOH and Box Office as needs arise.

### QUALIFICATIONS

- A willingness to be trained and an openness to receive and offer critical, practical feedback on processes and training;
- Excellent communication and motivational skills;
- Strong, meticulous attention to detail.
- Self starter, team player and collaborator who is looking to learn and take on new challenges as they come
- High level of professionalism & love of interacting with a diverse and passionate film loving audience
- A demonstrated interest in the Arts, Film, and Indigenous Communities
- Ability to think creatively and constructively on-the-spot, with a "what else can I do?" attitude.
- A cool head and even temper
- MUST HAVE FULL AND OPEN AVAILABILITY OCT 15TH - OCT 24th and are required to work on-site for these dates



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[imagineNATIVE.org](http://imagineNATIVE.org)



imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.

**Submit CV/Resume and cover letter to: [angela@imagineNATIVE.org](mailto:angela@imagineNATIVE.org) with subject "FOH Assistants"**

**Application Deadline: Until Position is filled**



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