



Classic Theatre Festival

Presenting the Classic Hits of Broadway and the London Stage

STUDENT CO-OP AND VOLUNTEER OPPORTUNITIES

The Classic Theatre Festival, Ottawa Valley's only professional theatre company based in Perth, is seeking applications for the following **Student Co-op and Volunteer Positions**:

Theatre Greeters (2 per performance):

Dressed in period costume, these greeters will be positioned at every performance outside the theatre to assist audience members with directions to parking area, answer any questions and generally be an ambassador for the theatre before the show, during intermission and after the show.

Dates and Times: July 11 to Aug. 31; Wed. to Sat. from 6:30 to 11pm; Wed., Sat. and Sun. from 12:30 to 5pm

Front of House Ushers (2 per performance):

This position will be responsible for:

- Handing out house programs, checking tickets and greeting audience members before each performance
- Directing audience members to their reserved seats
- Dealing with any issues that arise with audience members during the performance
- Ensuring safe entry and exit of audience members into the theatre space
- Accommodating needs of audience members with special needs (e.g., wheelchairs, assistance devices)

Dates and Times: July 11 to Aug. 31; Wed. to Sat. from 6:30 to 11pm; Wed., Sat. and Sun. from 12:30 to 5pm

Box Office Cashier (1 per performance):

This position will be responsible for all of the above usher responsibilities, as well as:

- Setting up of box office at each performance
- Processing ticket sales online at the door
- Handling of cash and credit card transactions
- Reconciliation of proceeds in conjunction with the Front of House Manager.

Dates and Times: July 11 to Aug. 31; Wed. to Sat. from 6:30 to 11pm; Wed., Sat. and Sun. from 12:30 to 5pm

Production Assistant (1 position available):

- Work backstage during some performances, providing support to the stage manager in the area of props, stage set-up, and set build among other production duties

Dates and Times: July 18 to Aug. 3 – Wed. to Sat. from 6:30 to 11pm; Wed., Sat. and Sun. from 12:30 to 5pm

Our Festival runs from July 11 to August 31 at 54 Beckwith St. W. in Perth. For more information, please contact Madeleine Labelle, Volunteer Coordinator, Classic Theatre Festival: (613) 279-1991 or

madeleine.labelle@hotmail.com