



LEAH POSLUNS THEATRE FRONT OF HOUSE ASSOCIATE

Job Type: Part -Time (up to 24 hours per week)

Location: ProssermanJCC, 4588 Bathurst Street, North York ON

Rate: \$20.00-23.00 per hour

Availability Required: Evenings and Weekends, dependent on event schedule

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more.

With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Are you our next Front of House Associate?

Do you have a passion for the arts? Are you looking for an entry point to a successful career in events and theatre client services? We have a state-of-the art theatre and event space in our magnificent JCC and are looking for enthusiastic, capable front-of-house staff to augment the customer experience. This role is not just a job; it's a gateway to professional growth and a chance to play a pivotal role in shaping the recreational and educational journey of our members and building Jewish community. Our team is expanding. We are looking for **Front of House Associates** to join our dynamic theatre and events team.

Role Summary:

The Front of House Associate brings our programming and events to life and plays a pivotal role in creating meaningful experiences for our members, guests, event partners and vendors.

The Front of House Associate is responsible for the smooth operation of the house (typically both the atrium/lobby and audience seating area) during the run of the show. The Front of House Associates welcome the public to the theatre and oversee their safety and well-being before, during, and immediately after the show. They answer questions, listen to rental clients' compliments and concerns, and make audience members feel welcome.

The most important traits for this role are flexibility, initiative, customer-service, and good sense and sound judgment in practical matters. Being willing and able to work a flexible schedule up to 24 hours a week, evenings and some weekends is essential.

Key Responsibilities

- Serving as primary liaison for theatre clients and all event-related vendors
- Working creatively with renters to maximize the success of their event.
- Supervising the theatre while in use by renters (i.e. rehearsals, set-up- tear down and the event itself).
- Assisting with planning, logistics, management, marketing, publicity, and promotion of facility events and programs while on shift.
- Develop and maintain detailed knowledge of rental supplies, equipment, health and safety policies, and procedures.
- Supervise volunteers who are assisting at events at the Leah Posluns Theatre.

What do you bring?

- Experience in event planning and/or performing arts coordination, including rental/event and vendor contract administration.
- Excellent communication and customer service skills.
- Experience operating and troubleshooting basic audio/visual equipment is an asset.
- Background or interest in Jewish education, programming and enrichment.



- A commitment to building Jewish Community.
- One year in customer service experience and/or sales experience

Perks & Benefits:

- Discounted JCC Membership – Access to our fitness centers, classes, and programs.
- A flexible, people-centered work environment that values your well-being.
- Free parking

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

Please e-mail Gillian Sobel, Assistant Director, Theatre & Rentals at gillian@prossermanjcc.com with your **resume and availability** for **year-round/school** year.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.