



SUMMER JOB

THEATRE LAC-BROME

The Theatre Lac-Brome (TLB) is seeking a student for a summer job as:
Intern in reception, administration, and communications.

Full-time, 35 hours per week Salary: \$18 per hour

Variable working hours according to the programming schedule, including evenings and weekends

Tasks and responsibilities:

Ensure reception and ticketing at TLB

- Sell show tickets on-site and over the phone
- Assist the team in welcoming the audience during performances
- Prepare dressing rooms for artists
- Ensure orders for artist lunch boxes
- Maintain venue quality (cleanliness, order) for a welcoming atmosphere

Provide administrative assistance to the General and Artistic Director

- Complete various administrative tasks
- Receive and deliver documents and materials (film returns)
- Execute orders for materials and products
- Update administrative files; bar, ticketing, merchandise
- Ensure proper filing of documents on the shared server

Assist the Communications Director

- Monitor the performance of the newsletter, website, and social media Create Facebook events for new shows
- Keep content updated on the TLB screen
- Update display on the terrace bulletin board and sign on Mont-Echo Road

Perform any other related tasks as required

Place of Employment: The workplace is located at the Lac-Brome Theatre, 9 Mont-Écho Road, Lac-Brome. Exceptionally, some tasks may be done remotely, but must be approved in advance.

Application to: info@tlbrome.com