



## **Assistant Manager**

The Capitol Theatre is seeking an Assistant Manager. This is a full time salaried position reporting directly to the Managing Director. The successful candidate will possess excellent organizational ability, strong communication skills, and be computer literate (particularly Word, Excel and Social Media). Working as an integral part of the Capitol Theatre Team, the Assistant Manager will provide support with the day to day duties of running a year-round arts facility. This includes among other things: securing sponsorships, selling school shows, working with graphic designers to create marketing materials, writing, editing and proofreading marketing information and newsletters, liaising with the 150 volunteers at the theatre, facility rentals, organizing receptions and catering, helping with the Box Office, attending Board meetings and working with directors as required. An enthusiastic and positive personality is essential. Public Relations are a key component of this position. Use of a vehicle is required, as there is travel involved.

Salary commensurate with experience. Please submit cover letter and resume by February 10<sup>th</sup>, 2012 to:

Uwe Meyer, Managing Director  
Cameco Capitol Arts Centre  
20 Queen Street  
Port Hope, ON L1A 2Y7

or by email to [capitol@eagle.ca](mailto:capitol@eagle.ca) with **Assistant Manager** in subject line

Only those chosen for an interview will be contacted. Interviews will be held in mid- March. Position will begin April 2, 2012.