

HAMILTON THEATRE INC.  
JOB DESCRIPTION

**CONCESSIONS MANAGER**

Appointed by: Board of Directors  
Responsible to: Board of Directors  
Term : 1 year

**Responsibilities**

**1. SOP** - Purchase of Special Occasion Permit at least 30 days prior to the first night that alcohol needs to be sold for a show run. This happens at the LCBO, and specific information regarding the show run and the location of the run is required, including address, number of seats, type of permit being purchased, etc. You will be given a template to use.

**2. Food and alcohol stock-** The manager is in charge of determining how much food, beverage or alcohol is on site in the days preceding a performance, and replenishing that stock as needed. Concessions manager can also choose the type of product to be sold and pricing. The HTI board will provide guidance and details on previous sales and pricing.

**3. Staffing** - The manager is responsible for staffing the concessions booth for the run of the show. It is not a legal requirement for volunteers to be Smart Serve certified, but the HTI Board requires it, so it is something to be considered when seeking volunteers. Volunteers need to be informed of their duties prior to the start of the show, including their arrival times, and monies procedures. Concessions manager will work with the producers and volunteer manager to get volunteers, however they are responsible for creating a schedule. The concessions manager is expected to fill in any shifts they cannot cover wil volunteers.

**4. Float** - The Concessions manager is responsible for keeping a 'float' in the concessions till, and maintaining the funds therein. The Float is generally \$200, and needs to be primarily made up of toonies, loonies, and fives. Money should be counted prior to the start of each concessions shift, and at the conclusion of the shift. Deposits are made by volunteers at each shift and put in the HTI Safe. Float is to be counted and placed in the HTI Safe each evening.

**5. Reporting** - The Concessions Manager is responsible for reporting to the HTI Board the expenses and profits from each show run (with supporting receipts), and presenting the final deposit to the Chair, or Treasurer of the Board at the meeting immediately following the close of a show run (or before, if appropriate). Manager will also provide insight on changing pricing on items or incorporating new items to stock.

While this is a volunteer opportunity it is a fabulous way to get involved in the community and gain management experience!