



Assistant Hospitality Manager – Dining Room

Job Type: Seasonal Full-Time Term Position — Maternity Leave Coverage

Position: Assistant Hospitality Manager – Dining Room

Reports to: Executive Chef & Hospitality Manager

Schedule: Seasonal role with evening and weekend availability required during productions and special events.

Salary: \$23.50 per hour, plus tips

About the Chemainus Theatre Festival:

The Chemainus Theatre Festival is a not-for-profit professional theatre company located on Vancouver Island. Since opening the doors to its 274 seat venue in 1993, annual attendance is 55,000 patrons per season. In addition to producing live, professional theatre, the Chemainus Theatre experience includes the Playbill Dining Room, Fireside Lounge and Gallery Gift Shop.

Position Overview:

The Assistant Hospitality Manager – Dining Room is a seasonal full-time term position covering a maternity leave and supports the leadership of the 170-seat Playbill Dining Room as a key part of the full Chemainus Theatre patron experience, helping ensure warm hospitality, efficient operations, strong team performance, and a dining service that complements the Festival's live theatre programming. This is a hands-on leadership opportunity in a distinctive arts-and-hospitality setting where service quality directly shapes the audience's overall visit.

Key Responsibilities:

- **Guest experience and service leadership:** Support consistent hospitality standards in the Playbill Dining Room, helping ensure strong service quality, food quality, and a welcoming patron experience.
- **Team leadership:** Assist with recruiting, scheduling, training, supervising, mentoring, and providing performance feedback to dining room staff in alignment with company policy.
- **Operations and systems:** Coordinate daily dining room operations, administrative processes, POS systems, staff training, dining room musicians, catering bookings, and dining room rentals.
- **Beverage and revenue support:** Support liquor selection, pricing strategy, show-specific cocktail offerings, slow-moving stock, and optimal liquor inventory levels.
- **Hands-on service support:** When required by staffing needs, assist with dining room duties including hosting, bussing, seating, bartending, and serving.

Required Qualifications & Skills:

- Serving It Right certificate.

- Demonstrated leadership, supervision, and team-development skills.
- Strong focus on patron satisfaction, service recovery, and problem-solving.
- Excellent verbal and written communication skills.
- Ability to work collaboratively in a fast-paced service environment while maintaining high standards.
- Flexible availability, including evenings and weekends during the theatre season.

Preferred Assets:

- Previous dining room, hospitality, or food and beverage management experience.
- Experience using POS systems for transaction processing, reporting, and cash handling.
- Strong attention to detail and experience improving guest-facing service systems.

Company Benefits Eligible for the Chemainus Theatre Festival Health & Dental Benefits package after completion of a 3-month probationary period. Along with complimentary theatre tickets, Staff discounts for the Playbill Dining Room, Gallery Gift Shop, CTF Cabaret Series Tickets and applicable local Chemainus businesses.

How to apply:

Send your resume and cover letter to Attn: Executive Chef & Hospitality ManagerA

Email: search@chemainustheatre.ca

In person: 9737 Chemainus Road, Chemainus BC

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Chemainus Theatre Festival respectfully acknowledges the hul'qumi'num speaking people, in particular the Puneluxutth (Penelakut) Tribe, on whose traditional territory we are thankful to work and play. The CTF is dedicated to building a just, equitable, inclusive, diverse, and accessible workplace and community. We encourage applicants to self-identify if they chose. CTF is committed to a safe and respectful workplace, to reducing barriers, embedding anti-oppression practices, and creating an environment of integrity, respect and cooperation.