

SIMPLY THEATRE Job Opportunity

Simply Theatre is Switzerland's professional English-Speaking Performing Arts School and Theatre Company for children and young people.

The company operates a drama academy, providing quality drama and performing arts training for ages four through to eighteen, along with a production company, producing both professional & student performed English theatre for children and families.

We currently have locations in **Geneva** (our headquarters), **Zurich**, **Zug**, **Basel**, **Lausanne** and **Annecy** (France) and teach over 1000 students per week.

Our Company Values:

- We are **PASSIONATE**, about everything we do
- We take a **PROFESSIONAL** approach in everything we do
- We **NURTURE** individuals towards their recognised potential
- We bring the **MAGIC** of theatre to life





PART-TIME VENUE CO- ORDINATOR

We are currently looking for a PART TIME VENUE CO-ORDINATOR to join the Geneva team at Simply Theatre (Versoix, Petit Lancy & Veyrier).

The Venue Co-ordinator will assist with:

- Welcoming Academy students & parents & responding to the enquiries
- Creating a professional, magical venue & office appearance
- Running the front of house for Academy classes and Productions
- Ensuring Student safety
- Building local networks and local marketing

Working days include:

- Tuesdays 4- 7.45pm
- Wednesdays 1pm- 8pm
- Occasional Thursdays & Fridays 4.15pm- 6.15pm
- More work will be available across end November/ December, March & June.



HOW TO APPLY

To apply, please email a CV and cover letter to martinmwansa@simplytheatre.com. The cover letter should detail your interest in the role and why you would be the perfect fit for Simply Theatre.

Simply Theatre is committed to equal opportunities and safeguarding the welfare of young people. You must be willing to undergo child protection screening appropriate to the post, including reference checks and police checks.

We look forward to receiving your application!