

Event Service Assistant (ESA) 2024-2025 Season Decidedly Jazz Danceworks (DJD)

Decidedly Jazz Danceworks (DJD) is a registered charitable organization and Calgary's largest recreational dance centre. Additionally, DJD is a performance hub, including seasonal performances by a professional jazz dance company.

About the Role

DJD is looking to hire seasonal Event Service Assistants to work in our events department. ESA's are responsible for completing event related tasks, including food and beverage service (bar), ushering, setup and strike, for theatre events. ESA's report to the Venue Services Manager and are supervised on shift by Front of House Manager. Shift frequency is casual and fluctuates with event bookings. Upcoming opportunities are communicated by email approximately four weeks in advance.

What You Will Do

- Serve and sell food & beverage
- Follow all AGLC and AHS rules and regulations
- Engage in professional, proactive, and solution-based customer service with clients, staff, volunteers, and patrons, related to the event
- Setup and strike of events, as directed by the Front of House Manager
- Assist in the count and balance of all food & beverage inventory and floats before and after service
- Follow all policies and procedures of the DJD Dance Centre

What You Will Bring

- A valid ProServe
- Commitment to working a minimum of 1 shift per month
- Required flexibility in working bar and ushering shifts
- Strong interpersonal and communication skills
- Knowledge of basic mathematics
- Willingness to multi-task, manage time, and work independently
- Previous experience working in the food and beverage industry is an asset
- Passion and knowledge about dance or performance arts



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Additional Details

- Hourly wage of \$15 with additional bar tips
- Expected start date of September 2024
- This position will be worked on-site at the DJD Dance Centre located at 111 12 Ave SE Calgary, AB
- Part time employees will receive 4% vacation

Please apply to Chantal Snodgrass at csnodgrass@decidedlyjazz.com with a letter of interest and resume. If you require accommodations, or an alternate method of applying, please let us know. Only applicants selected for an interview will be contacted. Please reference “Event Services Assistant” in the subject line.