



Globe Theatre School Registrar

The Globe Theatre School is looking for a responsible and mature individual to work as the Registrar for the 2010-2011 school year.

Responsibilities:

- act as a liaison between parents, instructors, and the Theatre School Director
- welcome students upon arrival for classes, manage attendance records, provide assistance to students and parents during classes, answer phone calls and emails
- help facilitate the registration process for all students and maintain student records
- work with Theatre School staff on any issues or emergencies arising with students during classes
- assist the Theatre School Director with all matters regarding the Globe Theatre School

Required Skills and Experience:

- mature, responsible, and able to work independently
- strong computer skills
- excellent written and verbal communication
- positive attitude and very comfortable working with the public
- experience with children is an asset

Start Date: September 13th, 2010

This position is part time (evenings & Saturdays) with an anticipated 24hrs per week.

How to Apply: detailed resumes can be forwarded to Shaunna Dunn by September 6th.

Shaunna Dunn, Theatre School Director

Globe Theatre

1801 Scarth Street, Regina SK S4P 2G9

shaunnad@globetheatrelive.com

(ph) 306.924.2834

(fax) 306.352-4194

