



## **OPPORTUNITY: LIVE ARTS HOUSE MANAGER**

<b>Position:</b>	<b>Front of House Manager</b>
<b>Reports to:</b>	<b>Audience Experience Manager</b>
<b>Hours:</b>	<b>Variable; Wednesday-Saturday performance shifts are typically 6:30-10:30pm and Sunday matinee shifts are typically 12:30-4:30pm</b>
<b>Pay:</b>	<b>\$25/performance stipend (self-employed 1099)</b>

*The Front of House Manager is responsible for running house management and concessions operations on a per-show basis. With a team of 4-6 managers trading off shows, each Front of House Manager will collaborate with colleagues and work with the Audience Experience Manager to execute the Live Arts Front of House Plan, including concessions management, usher training and staffing, emergency management, and building security.*

### **Essential duties:**

- Review playbill inventory and be sure it is placed and ready to go
- Receive seat count from Audience Experience Manager
- Greet volunteer ushers and concessions workers and prepare them for the show, including training new ushers, assigning positions, and training concessions workers and bartenders
- Prepare pre-purchased intermission drinks
- Maintain security of concessions stock at all times
- Operate the concessions point of sale system
- Ring the bell to announce the start of the show and the end of intermission in concert with the stage manager and Audience Experience Manager
- Monitor traffic from the street and oversee facility security during the performance
- Respond to emergencies by following the emergency plan
- After the performance, oversee the reset of the space and check that ushers have cleaned the theater
- Assist the Audience Experience Manager in recruitment of Front of House Volunteers

### **Qualifications required:**

- Must like people, customer service, efficiency, and crowd management
- Must be a positive, energetic person who loves theater and likes to be a team player!

### **TO APPLY:**

Please email Audience Experience Manager Darryl Smith at [darryl@livearts.org](mailto:darryl@livearts.org)