



## **Front of House Manager (Part-Time)**

**Position Type:** Part-time, non-exempt  
**Reports to:** Community Experience Manager  
**Pay rate:** \$20/hour  
**Hours:** Depending on show schedule, average 20 hrs/week with the majority of hours as evening hours during the prep and run of shows.

### **SUMMARY**

The Front of House & Concessions Manager is an ambassador for Live Arts to its volunteers, patrons, and community members. This ensures that every patron and rental client enjoys a warm, professional, and efficient experience at Live Arts. This role supports box office, concessions operations, front-of-house volunteer coordination, and facility rental management, maintaining high hospitality standards while maximizing earned revenue opportunities.

### **ESSENTIAL DUTIES**

#### **Concessions Support**

- Work with the Community Experience Manager to maintain our concessions supplies – including ordering, receiving, and keeping an inventory of stock.
- Update concessions menus, pricing, and point-of-sale systems.
- Ensure secure cash handling, stock control, and nightly deposits.
- Ensure compliance with all ABC regulations.

#### **Front of House Volunteer Coordination**

- Work with the Community Experience Manager to train, and schedule ushers, box office volunteers, and concessions workers.
- Maintain the Front of House Manual.

- Distribute name badges and ensure volunteers are appropriately dressed and identifiable.

### **Facility Rentals**

- Provide support for facility rentals.
- Oversee facility preparation, setup, and teardown for rental events.
- Ensure excellent client service for all rental users.

### **Special Events & Hospitality**

- Assist with all opening night parties in collaboration with other staff.
- Assist with fundraising events such as the annual gala.
- Act as a positive ambassador for Live Arts in the community.

If you are interested in being considered for this role, or just need more information, please email our Community Experience Manager, Ray Nedzel at [ray@livearts.org](mailto:ray@livearts.org)