



Weston Playhouse Theatre Company
HOUSE MANAGER
Seasonal, Part-time Staff

Reports to: Marketing & Patron Services Manager
Shifts: Approximately 3-5 hours, depending on length of show. Shift begins 1.5 hours before curtain time.
Compensation: \$50/shift

Responsibilities include, but are not limited to:

- Open and close theatre buildings;
- Provide excellent customer service to patrons;
- Coordinate patron management during emergency situations;
- Manage patron traffic patterns before shows, during intermission, and following shows;
- Resolve patron concerns or refer to box office as appropriate;
- Coordinate volunteer ushers;
- Understand and enforce Weston Playhouse's Covid-19 protocols with ushers and patrons;
- Liaise with Box Office staff;
- Assist with patron check-in as needed;
- Complete House Management report (form provided) at the end of each performance, noting house counts, lost items, or patron concerns.

REQUIREMENTS:

- Experience in leadership positions and/or working with volunteers;
- Collaborative and consistent work ethic with the ability to maintain and exude pleasant, calm demeanor under fluctuating schedules, workloads, and personalities;
- Enjoy working with people and be interested in hospitality and community relations;
- Excellent decision-making skills;
- Excellent interpersonal, organizational, collaborative, and communication skills;
- Computer literacy with emphasis on Office 365 preferred, but not required;
- Ability to work irregular schedules, including nights, with a positive attitude;
- Ability to work well under stress;
- At least 21 years of age;
- First Aid/CPR Training and Certification is a plus, but will be provided if needed.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>