House Manager
Performing Arts Facilities

Fall 2021 – Spring 2022

**Duties/Responsibilities:** Main responsibility is to supervise a crew of ushers for a wide range of events in the theater facilities from music concerts and dance shows to Theater Department Mainstage productions and lectures. The House Manager will oversee the taking of tickets, assistance of patrons in finding their seats, assistance to special needs patrons, making coffee for intermissions, and maintenance of the general cleanliness of the house before each show time. The House Manager is required to maintain a professional demeanor with co-workers and theater users, and must adhere to strict call times for shows. Due to the nature of a theater environment, employees must be aware of their surroundings at all times in the interest of their safety and the safety of others.

**Qualifications:**
At least one year as a Performing Arts Facilities usher is preferred. Other house managing experience at another venue may also be considered.

House Manager must be responsible, dependable, friendly, and able to communicate well with people. This employee will be required to schedule front of house staff based on the event calendar provided by the Performing Arts Facilities Production Manager. In case of an emergency, the House Manager along with the front of house staff will be responsible for implementing emergency procedures, as it pertains to audience evacuation. The House Manager and ushers are often the first people that theater patrons come in contact with, so they are expected to make a good impression by being welcoming and helpful to theater guests.

Dress requirements are as follows:
- House Manager is required to wear nice black or dark pants and dark shoes, and a nice white top.

**Start date:** September 5, 2021

**End date:** May 14, 2022

**Work Schedule:** varies

**Hours Per Week:** varies

**Starting pay rate:** $15.00

To apply, please submit student employment [application](mailto:brianf@oxy.edu) to brianf@oxy.edu