



Job Posting: HOUSE MANAGER

Studio East, a non-profit children's theater located in Kirkland, seeks a House Manager to support our Mainstage Season. Studio East performs six Mainstage productions a year, plus various special events from September through June.

The House Manager is responsible for the smooth front-of-house operation of the theater performances and for the accurate accounting of the Box Office. The House Manager is Studio East's representative in all interactions with the audience and will work in partnership with the Stage Manager to ensure a successful production.

Status: Part time, hourly, non-exempt

Reports to: Production Manager

Primary Responsibilities:

- Ensure the comfort and safety of patrons before, during, and after the performances
- Seat the audience so that the show can begin on time and continue in a timely manner
- Oversee Box Office personnel during the shows and when necessary run box office
- Supervise and assign work to the volunteer ushers
- Resolve any patron complaints/issues arising before, during or after the performances
- Document the weekend runs in House Manager Reports

Qualifications:

- Ability to work evenings and weekends
- Strong customer service experience required
- Strong organizational and communication skills
- Patient and flexible, able to remain calm, professional and friendly under pressure
- Experience with volunteers and practical knowledge of theatre environment
- Previous House Manager or box office experience a plus
- Experience with PatronManager database a plus

Website: www.studio-east.org

Position open immediately for training. Performances begin December 1.

To Apply: email cover letter, resume and references to jobs@studio-east.org, with subject line: HOUSE MANAGER. No phone calls, please.