

Company: Steep Theatre**Position: Associate House Manager**

Contact Person: Kate Piatt-Eckert

Job Type: Part Time, Seasonal

TO APPLY

Please send a resume and cover letter to info@steeptheatre.com.

All documents should be in PDF format.

Please include "Associate House Manager" in the subject line.

DESCRIPTION

Steep Theatre is currently seeking a proactive and customer-service-oriented Associate House Manager to join Steep's administrative team on a part-time seasonal basis. The ideal candidate should be organized, friendly, and hard working with exceptional communication skills, including proficiency in American Sign Language; have a love of live theatre; and create a warm, welcoming environment. Steep Theatre prides itself on being a wonderful place to make and see theatre, and the Associate House Manager will play a vital role in creating a welcoming lobby environment while managing all of the logistics of the front-of-house.

SUMMARY

Reporting to the House Manager and the Executive Director, the Associate House Manager will manage daily operations of the Box Office for Steep's off-night programming in July and August 2017. This will include processing transactions, welcoming and assisting audience members, assisting with audience seating, and managing concession sales.

PRIMARY RESPONSIBILITIES

- Working as a ticketing agent for performances, ensuring a smooth and efficient pre-show experience
- Assisting patrons with questions, accessibility needs, ticketing issues, and seating selection
- Preparing the space for patrons, includes checking house and restrooms for supplies and cleanliness
- Maintaining concessions inventory and overseeing concessions sales
- Completing and submitting daily reports
- Overseeing volunteers
- Other duties as assigned

QUALIFICATIONS

- Weekday evening availability is required and will be taken into serious consideration when selecting candidates
- Welcoming, accessible personality and the ability to work independently and as part of a team
- Reliability, accountability, and strong attention to detail
- Superior organizational and time-management skills, with the ability to multi-task
- Professional demeanor while working under pressure, with the ability to remain calm and collected in high-pressure situations
- Familiarity with Microsoft Excel required
- Cash handling experience preferred
- Proficiency in American Sign Language is strongly preferred
- Previous box office experience or customer service experience preferred

JOB LENGTH

Part time seasonal, July 20 – August 9, 2017, with possibility for future projects.

Approximately 10 hours per week

COMPENSATION

Competitive hourly wage