HOUSE MANAGER
Deadline to apply: August 31, 2022

Job Type
Part-time, Non-exempt

About the Organization

On the Boards invests in leading contemporary performing artists near and far and connects them to a diverse range of communities interested in forward-thinking art and ideas. As one of the leading organizations of our size and focus in the United States, OtB produces unique performance projects by leading artists and creates one-of-a-kind experiences for our audiences. We make significant investments in the performing arts community to help increase the quality of new work created. We contribute to the vitality of arts and culture in our region by helping launch and continue the careers of some of its most promising artists while growing audiences for experimental performance.

On the Boards is an equal opportunity employer. We seek to recruit persons of diverse backgrounds and support their retention and advancement within the organization. We believe that having a board and staff with diverse personal and professional backgrounds enhances our ability to meet our mission.

Summary

The House Manager position is a part-time role reporting to the Director of Community Engagement. This person will play a critical role in managing the day-to-day effectiveness of OtB’s front of house, audience, ticketing, and related activities. The House Manager, in collaboration with On the Boards staff, also oversees additional public events, including pre- or post-show receptions, masterclasses with artists, and parties. The House Manager will serve as a liaison, as needed, to all press, camera crews, videographers, or VIPs. This is an outstanding opportunity for a detail-oriented individual with experience in customer service and team collaboration.

This is a part-time, non-exempt position. Flexibility to work evenings (including late evenings), weekends, and occasional travel is necessary.
• Performances and Events – provide full front of house management, including, but not limited to, opening and closing theatres, audience and security management, supervising front of house staff and volunteers, and emergency management.
• Bar and Concessions - manage scheduling and staffing of FuBar bartenders and concession operations, and count and reconcile revenue, including cash and digital tills, to concession reports
• Artist Support – provide any artist-related support, including rehearsals and performances
• Box Office Support – provide ticketing support, as needed
• Admin and operations – attend staff meetings and all other meetings as needed; liaise with operations manager on vendors, expenses, facilities, and other areas, as needed.

Salary and Benefits
$20/hour
Pro-rated medical, vision, dental, and life insurance; a 403(b) plan
Pro-rated paid time off, including holidays, vacation, and sick leave

Work and COVID Policy
You must be vaccinated to the level recommended by the CDC to provide immunity. You may request a medical or religious exemption from vaccine requirements.

This position is 20-30 hours a week on-site; remote and overtime work will need to be pre-approved by a director. Candidates must be able to commute reliably to our office in Seattle.

Inclusiveness Statement
On the Boards is committed to providing an inclusive workplace that fully utilizes the talents of our team members to achieve our mission. We are committed to fostering a workplace culture that is inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equally valued, and supported.

Requirements

Competencies

• Fosters positive professional relationships through active listening, well-developed verbal and written communication skills, and strong attention to detail
• Proactive and focused on defining the next steps required to advance processes
• Proficient in utilizing technology to manage time and projects
• Uses good time and project management skills, demonstrated by meeting or exceeding deadlines, maintaining an accurate work calendar, and anticipating the time requirement of tasks and projects
• Highly organized and can prioritize tasks while handling interruptions professionally
• Maintains and demonstrates a customer focus
• Works well with diverse audiences, including artists, patrons, donors, board members, peers, volunteers, and supervisors
• Represents On the Boards in a professional manner, as demonstrated by appropriate appearance, speaking, and writing skills, disposition, and overall demeanor

Required Qualifications

1. 3-5 years of experience working in house management, customer service, or a similar role
2. Experience with handling cash, reconciliations, and receipts
3. Experience with organizing others, including volunteers
4. Experience being lead or primarily responsible for project execution/work tasks
5. Excellent interpersonal and communication skills
6. Bachelor's degree or equivalent experience
7. A high degree of computer literacy, and the desire and ability to learn new programs and applications as needed
8. Ability to work from OtB office / theatres in Seattle
9. A valid driver's license and the ability to drive.

Physical requirements

• Ability to lift 30 pounds and move furnishing required for set up of events.
• Ability to work safely around power tools, on ladders and lifts, and around electricity.
• Ability to work in an environment that gets dirty or dusty and being around paint fumes.
• Ability to kneel, crouch, reach, and exert muscles.
• Ability to navigate through our building, including accessing multiple stairways, climbing ladders, roof access, and other difficult / atypical areas.

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Please email your cover letter and CV to hr@ontheboards.org. Questions may also be directed to that email address. Thank you for your interest!