



## HOUSE MANAGER POSITION EXPECTATIONS

The Historic Park Theatre and Event Center is accepting applications for the position of House Manager. The work schedule is based around Historic Park Theatre event dates, but will typically require 4-6 hours of commitment per visit.

The House Manager is charged with overseeing front-of-house operations at the theatre. They serve as the liaison between production and venue staff. They are responsible for insuring the house is prepped for the event and staff, answering patrons' questions, compliments, and concerns, and addressing any issues. The House Manager must arrive an hour and a half before doors open and will ensure necessary materials are replenished, all assistance and communication devices are prepped, the lobby and theatre are ready for patrons, parking signage is in place, and they will communicate with production staff regarding the schedule. The House Manager is responsible for holding a brief pre-event meeting in the lobby with all house staff to ensure positions are covered and any pertinent information is communicated.

### Skills Required:

- Strong customer service and communication skills.
- Maintain effective and positive work relationships with patrons, clients, and staff.
- Must be enthusiastic, team-oriented, and a creative problem solver.
- Ability to maintain professionalism and exhibit good judgment.
- Reliable, responsible, patient, and possess a strong work ethic.
- Ability to work flexible hours, including nights/weekends.
- Ability to follow proper safety protocol and pay attention to safety at all times.

Required: All House Managers prior to hiring require a background check in addition to paperwork required for employment by the Park Theatre. Hired House Managers will take crowd control and crisis management courses, as well as become CPR certified. Please indicate when submitting an application if you have any valid training.

This is a paid position at the rate of \$20 per hour. Interested applicants should email their resumé to [Becca@theparkri.com](mailto:Becca@theparkri.com).



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