



Job Title: Assistant House Manager
Supervisor: Volunteer Director/House Manager
FLSA Status: Non-exempt
Date: 08.30.23

Job Overview

Under supervision from the Volunteer Coordinator/House Manager, the Assistant House Manager will run the front of house for both matinee and evening performances at SLO REP. Assistant House Manager will supervise all FOH volunteers (Box Office, Ushers, and Hospitality) and be responsible for all Patron needs during performances/events. **THIS IS A PART TIME POSITION MADE UP OF PRIMARILY EVENING/WEEKEND SHIFTS. EVENING/WEEKEND AVAILABILITY IS ESSENTIAL.**

THIS POSITION WILL BE CALLED IN AS NEEDED TO FILL OPEN SHIFTS IN OUR HOUSE MANAGER/BOX OFFICE STAFF. After the training period, the Assistant House Manager will, most likely, work between 5-10 shifts a month.

Essential Duties & Responsibilities

- **General Office Duties**
 - Work special events, as assigned
- **House Manager**
 - Supervise all front of house volunteers/staff during shows/events
 - Maintain good relations with existing volunteers
 - Maintain organization and appearance of kitchen
 - Follow all policies/procedures in FRONT OF HOUSE MANUAL (these include all preshow set-up, lobby organization, event scheduling, volunteer supervision, lock-up responsibility, cash handling procedures, etc. etc. FRONT OF HOUSE MANUAL will be reviewed and discussed with candidate in detail at interview.)

Other Duties and Responsibilities

Communication: Keep Volunteer Director/House Manager informed of front of house progress, including all larger issues and concerns within SLO REP. Demonstrated knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to provide clear & useful information in a gracious, respectful, and helpful manner to the community, administrative and support staff, and volunteers, as well as grantors and Board Members; in written form, via e-mail, and in person.

Personnel and Human Resources: Knowledge of principles and procedures for Volunteer recruitment, selection, training and supervision. Ability to work well with a diverse staff, clientele, and volunteer base.

Confidentiality: All matters pertaining to operations, volunteers, the public, and participants must remain confidential. Human Resources consultant is to be included in discussions about staff or volunteers.

Leadership: Decision-making skills. Act as a model for staff, volunteers and the community. Act in a professional manner at all times; demonstrate cooperation and constructive problem solving.

Organization: Good time-management skills. Ability to work independently.

Coordination: Understand the relationship of all operational positions to each other, and their impact on the culture and meeting operational goals. Adjust actions on relation to others' actions, i.e., collaboration and team work.

Technical: Good understanding of computer principle and practice; working knowledge of Microsoft Office.

Education and/or Experience

High School Diploma
2 years Customer Service Experience
Presentation/Training skills preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift up to 35 pounds, climb stairs, ability to see well in semi-darkness.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Solitary and team-work settings; noise level ranges from quiet to loud; dusty sections of the theatre.

Organization: Good time-management skills. Ability to work independently.

Compensation

\$15.50-\$17.50, depending on experience

To Apply

Send cover letter and resume to Kevin Harris at kevin@slorep.org. No phone calls/walk-ins.

The San Luis Obispo Repertory Theatre is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

Racial Equity Statement

Theatre plays a critical role in shaping our culture and our community, and has a responsibility to enact positive change through its work, practices, educational programs and policies.

Recognizing that silence and neutrality are actions of complicity, we commit ourselves to being an actively anti-racist organization that is welcoming to all. We make these commitments to you and to ourselves. We invite our artists, audiences and colleagues to hold us accountable.