



Position: House Manager

Reports to: Facilities Manager, and STC Executive Producing Director

Description: Sacramento Theatre Company (STC) seeks a part time House Manager to join our Operations team. Relevant, professional experience, education, and a clear understanding of Front of House Theatre process is needed. The House Manager is in charge of FOH operations for performances at STC's multiple venues. The ideal candidate will have strong customer service skills, the ability to solve problems efficiently, and the ability to supervise volunteer usher staff. Must be available some weekdays, early weeknights, and weekends, September thru May. Relevant, professional experience, education, and a clear understanding of Front of House Theatre process is needed.

Responsibilities:

- Perform House Manager duties as needed
- Track and stock concessions inventory
- File daily Reports
- Manage our volunteer Ushers
- Follow Company policy stated in the employee
- Performs other duties as assigned

Qualifications:

- Previous, relevant professional work experience
- Experience working in a fast-paced environment with the ability to handle multiple tasks under pressure
- Demonstrated ability to work independently, setting priorities and handling routine functions without continuous direction
- Experience managing volunteers and a successful track record working with the public
- Must have flexible availability including nights and weekends
- Be able to lift 30lbs
- Able to be an independent thinker, and come up with creative solutions to address Front of House issues
- Must be highly organized and computer literate in Excel, Word, and Outlook
- Must have a valid driver's license and a vehicle

Hours: Part-Time Seasonal (September-May), 10-15 hours per week

Compensation: \$12 - \$13/hr.

If interested in applying, please submit a resume with cover letter and references to Bridget Styles at stylesb@sactheatre.org