



## **Position Available- Assistant House Manager (Part Time)**

### **POSITION DESCRIPTION:**

The Assistant House Manager for the Broadway Theatre Center is responsible that all front-of-house operations during performances and events are conducted in a safe, courteous, and professional manner. The Assistant House Manager supervises the volunteer usher corps during these performances and events.

### **PART-TIME POSITION:**

- Each performance shift is approximately 4 hours, and compensation is on a per shift basis.
- Events include theatre and cabaret performances, rentals, weddings and daytime student matinees.

### **SUMMARY OF RESPONSIBILITIES:**

The Assistant House Manager will successfully:

1. Brief, assign and supervise ushers for each assigned performance.
2. Maintain communication with Stage Manager for each performance to coordinate start time at top of and after intermission.
3. Review front-of-house for safety and appearance before and after each show.
4. Resolve any seating, patron or latecomer issues.
5. Prepare report following each performance.

### **REPORTING RELATIONSHIPS:**

The Assistant House Manager reports to the House Manager.

### **QUALIFICATIONS:**

Candidates should have excellent people skills, a sense of humor, energy and drive.

- Experience in dealing with a wide variety of people in a multitude of situations in a polite yet direct fashion.
- Strong oral and written communication skills.
- Experience in house management and/or ushering.
- An ability to prioritize and excel at many different tasks in a fast-paced environment.

Interested individuals should submit by email a cover letter with resume to:

Carena Richter, House Manager

Skylight Music Theatre

158 North Broadway, Milwaukee, WI 53202

CarenaR@skylightmusictheatre.org