



Position Available –House Manager

POSITION DESCRIPTION:

The House Manager for the Broadway Theatre Center is responsible that all front-of-house operations are conducted in a safe, courteous, and professional manner. The House Manager schedules, trains, recruits and supervises the Assistant House Managers and volunteer usher corps. The Broadway Theatre Center holds more than 400 events annually

SUMMARY OF RESPONSIBILITIES:

The House Manager will:

1. Develop and maintain a master calendar for front-of-house supervision.
2. Maintain an up-to-date schedule of ushers for all performances of requiring house management
3. Ensure that the appropriate number of ushers are scheduled for each performance.
4. Provide annual and ongoing usher training and recruitment. Communicate as needed with ushers for scheduling, training and recruitment.
5. Responsible for covering the majority of house management shifts – allowing for a consistent and regular presence.
6. Recruit, schedule and train Assistant House Managers.

REPORTING RELATIONSHIPS:

The House Manager reports to the Executive Director.

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.
- Strong attention to detail.
- Superior strategic thinking and planning skills are required.
- An ability to prioritize and excel at many different tasks in a fast-paced environment.
- Familiarity with the breadth of performing arts management is a plus.

PART TIME POSITION:

- Position will be compensated on a competitive hourly basis, estimated to be an average of up to 30 hours weekly during the performance season.
- Events include theatre and cabaret performances, rentals, weddings and daytime student matinees.

Start Date: September 2019

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

Jack R. Lemmon
Executive Director
Skylight Music Theatre
158 North Broadway
Milwaukee, WI 53202
jackl@skylightmusictheatre.org