



House Manager Job Description

The House Manager oversees all public areas of the theatre, ensuring that the experience of each patron is enjoyable and safe.

Primary Responsibilities Include:

- House Managing all performances of season productions on Gilbert Street as well as Thursday Theatre Talks, Diamonds or Denim, receptions & other theatre events.
 - Duties include:
 - Managing ticket sales for all productions and events using box office software
 - Answering incoming phone calls and returning messages left on theatre voice mail
 - Responding to emails, including finalizing internet ticket sales
 - Cleaning and maintaining the appearance of lobby and auditorium areas
 - Resolving any patron complaints/issues arising during productions
- Coordinating, Training, & Maintaining Volunteer Usher Group
- Purchasing & Marketing all Concessions & Merchandise

This is an hourly position; training will be conducted prior to the start of the 2012-13 season on September 7. [House management for Riverside Theatre in the Park is an optional addition to this position.] Candidates should have experience working with the public and have strong organizational and communication skills; box office or other theatre experience helpful. Please send cover letter and resume to artistic@riversidetheatre.org. Review of applications will be ongoing.