



Position Available – Lead 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.

SUMMARY OF RESPONSIBILITIES:

The House Manager will successfully:

1. Recruit, schedule and train Assistant House Managers.
2. Develop and maintain a master calendar for front-of-house supervision.
3. Maintain an up-to-date schedule of ushers for all performances of Skylight Music Theatre, Milwaukee Chamber Theatre, and any other performances. 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. House Manager will schedule themselves on a regularly distributed basis. During this time most of the administrative work would be accomplished.

REPORTING RELATIONSHIPS:

The House Manager reports to the Director of Marketing

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:

- Each performance shift is approximately 4 hours, and compensation is on an hourly basis.
- This position is expected to also spend an average of 5 hours a week doing administrative tasks related to House Management (answering emails, setting up events in Volunteerhub/SignUpGenius, etc.)
- Events include theatre and cabaret performances (for Skylight Music Theatre and Milwaukee Chamber Theatre), rentals, weddings and daytime student matinees.

Start Date: August/September 2024

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

Susan Varela
Executive Director
Skylight Music Theatre
158 North Broadway
Milwaukee, WI 53202
SusanV@skylightmusictheatre.org