



## **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 and Milwaukee Chamber Theatre. 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 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:**

- Each performance shift is approximately 4 hours, and compensation is on an hourly basis.
- Events include theatre and cabaret performances (for Skylight Music Theatre and Milwaukee Chamber Theatre), rentals, weddings and daytime student matinees.

**Start Date:** Fall 2020

Interested individuals should submit by email a cover letter with resume no later than Tuesday, September 8 to:

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