



## Position Available – Assistant House Managers

### **SKYLIGHT MUSIC THEATRE**

Founded in 1959, Skylight is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. Skylight produces the full spectrum of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. Skylight Music Theatre marks its 63rd season in 2022-2023.

### **POSITION DESCRIPTION:**

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

### **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.

### **REPORTING RELATIONSHIPS:**

The Assistant House Manager reports to the Lead 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.

**Salary:** \$14 – minimum 3-hour shift

**Starting date:** ASAP

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

Jack R. Lemmon  
Executive Director  
Skylight Music Theatre  
jackl@skylightmusictheatre.org