



Position Available – Assistant House Manager

POSITION DESCRIPTION:

The Assistant House Manager for the Broadway Theatre Center is responsible that all front-of-house operations during performances and events are conducted in a safe, courteous, and professional manner. The Assistant House Manager is also responsible for creating a welcoming environment for audience members who are coming to see the performance. The Assistant House Manager supervises the volunteer usher corps during these performances 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 the Stage Manager for each performance to coordinate start time at top of and after intermission.
3. Review front-of-house for safety and appearance before and after each show.
4. Resolve any seating, patron or latecomer issues.
5. Prepare report following each performance.

REPORTING RELATIONSHIPS:

The Assistant House Manager reports to the 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.
- Preferred experience in house management and/or ushering.
- An ability to prioritize and excel at many different tasks in a fast-paced environment.

PART-TIME POSITION:

- Each performance shift is approximately 4 hours. Compensation is on a per shift basis.
- Events include evening theatre and cabaret performances, rentals, weddings, and daytime student matinees.

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

Elise Lueneburg
House Manager
Skylight Music Theatre
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