



THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 85-seat studio theater.

TITLE: House Manager

REPORTS TO: Front of House Manager

JOB PURPOSE: This position engages with artists, volunteers, staff, and show patrons to manage all showtime activities in accordance with Center procedures to provide a positive experience for all.

DUTIES and RESPONSIBILITIES:

***Artist Interface**

Ensure artist hospitality has been taken care of for events including set up and clean up after the show.

Coordinate end of show financial settlements with Artist/Tour Manager

***Volunteers**

Direct volunteers through details of shows

Assist with on-site volunteer training

***Patrons**

Enforce theater policies that relate to the box office, theater, lobby, fire safety, bar, building security, and front of house

Control audience traffic and manage patron issues before, during, and after each event

Coordinate safe and non-disruptive entrance for latecomers to the theatre

Check with stage management whether any warning notices are needed (special effects, strobe lights, haze, fog, etc.) and see that such warnings are communicated clearly to the audience prior to seating.

***End of show reporting**

Distribute and reconcile bar and concessions cash and credit card sales

Compile show information in reports as well as final bank deposit at end of showtime shifts

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*Training

Attend weekly production meetings, monthly House Manager meetings, quarterly volunteer trainings

Closely follow shift checklists as outlined in House Manager training manual

*General

Be prepared for and record first aid emergencies, patron accidents or occurrences

Be trained in evacuation plans for the building in case of an emergency

Be familiar with fire regulations, safety regulations and liquor control board regulations and to ensure that all front of house personnel and patrons are abiding by these regulations

QUALIFICATIONS:

Must be able to multitask, delegate, be forward thinking, flexible, and react quickly

Ability to speak in public, give curtain speech if necessary

Basic accounting and mathematical instructions

Experience with email, Google Drive and related programs

Physical and mental stamina (*must be able to be alert past midnight*)

Proactive, communicative, creative, thoughtful

Social skills that allow for problem solving, evaluation, ease and also firmness when appropriate

Temperament capable of 'leading' (staying organized and calm) through periods of a frenzied, chaotic environment.

Education/Background in arts/music and/or love for the arts/music

CERTIFICATIONS - can be obtained within 1 month of hire

Food Handler Safety

Food Manager

Crowd Control

HOURS

Part Time - 20-32 hours per week

Time varies based on event needs. Evening and weekend hours will be required.

This is a hands on, non-exempt, customer facing position.