

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

JOB DESCRIPTION

Position Title: Lead House Manager

Hours: Part-Time, Seasonal; 25-30hrs/wk, evenings and weekends

Department(s): Marketing

Reports to: Patron Services Manager

Salary: \$17.00/hr

Job Summary/Purpose: The **Lead House Manager** is responsible for all front of house duties, including volunteer coordination/usher training; concessions/kiosk retail; related volunteer management; and maintaining a warm, customer service-oriented environment for all Book-It patrons. Duties include managing point of sale area, including concessions display and appearance; seating patrons; working with stage manager to coordinate all pre-performance activities; pre-performance event management; and responding to patron questions and concerns.

Primary Responsibilities

- Respond to patron questions/needs as necessary, maintaining high levels of customer service.
- Communicate with the Stage Manager for performance start times/intermission breaks.
- Generate post-performance house reports.
- Set up all concessions for each performance.
- Manage front of house volunteer records.
- Train front of house volunteers. Assign jobs as necessary.
- Maintain accurate reports on concessions and merchandise sales.
- Tracking of concessions inventory, coordinating with patron services manager for reordering.
- Work with other departments on pre- and post-performance events.
- Coordinate with Seattle Center Security and maintenance personnel as needed.
- Coordinate volunteer thank you events.
- Keep Center Theatre lobby area clean and in good condition for all Book-It events.
- Other tasks as necessary.

Qualifications

- Passion for literature, theatre, and education
- Excellent organizational and communication skills
- Must have excellent attention to detail
- Familiarity with, and knowledge of, elements of theatrical production
- Customer service/cash handling experience a plus
- Safety training (CPR, first aid) a plus
- Public speaking comfort a plus
- Computer skills: Microsoft Office Suite, CRM database familiarity

Continued...

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

Environment: Occasional lifting of up to 40 pounds (printed materials, concessions and other items); occasional use of a hand-truck and operating miscellaneous equipment and furnishings as tasks and projects require, as well as the use of a computer. Evenings and weekends required.

Book-It Repertory Theatre is an Equal Opportunity Employer.

How to Apply:

PLEASE SEND COVER LETTER AND RESUME TO Patron Services Manager Sasha Bailey at sashab@book-it.org with your name and "House Manager" in the subject line. For example: Arya Stark_House Manager

No phone calls, please. Position open until filled.

About Book-It Repertory Theatre: www.book-it.org

Book-It Repertory Theatre is a non-profit organization dedicated to transforming great literature into great theatre, through simple and sensitive production, and to inspiring its audiences to read. Founded in Seattle in 1990, Book-It Repertory Theatre holds to the belief that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage, preserving the narrative text, spoken not by a single "narrator" but as dialogue by the characters in the production. This technique continues to evolve to serve our mission.

Book-It serves approximately 20,000 patrons through its main stage 4- or 5-play production season, and over 50,000 young people through touring productions, workshops, and residencies throughout Washington State.

Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, sex, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.