

Actors' Shakespeare Project | Assistant House Manger

Actors' Shakespeare Project is looking for an energetic, responsible, friendly Assistant House Manager for their productions of *Medea* and *Troilus and Cressida*.

Responsibilities include:

- *Working closely with Patron Services Associate and House Manager to ensure maximum efficiency in lobby, box office, and concessions area. *Full knowledge of lobby, box office and concessions area set up so that all areas are open or ready to be opened in a timely fashion prior to performance.
- *Full knowledge of box office procedures.
- *Available for all performances at least 1 hour prior to curtain.
- *Ability to interact pleasantly and in a forthright manner with patrons.
- *Ability to deal with demanding situations calmly and in a manner that will resolve issues in the moment.
- *Ability to adapt to a very fast paced and pressure filled environment and think on your feet.
- *Assist patrons with questions regarding the company, production, and venue.
- *Responsible for cashing out box office and concessions after each performance *Sell concessions and merchandise at intermission.
- *Ability to lift and carry modest amounts (tables, chairs, coolers).
- *Training rotating staff of volunteer ushers on a per/performance basis.
- *Work to ensure patron safety and enjoyment before, during, and after each performance.
- *Have knowledge of emergency exits and procedures for venue.
- *Have knowledge of no-show, late-comer, and returned ticket policies.
- *This position requires you to be at all of the performances for approximately 3.5 hours per show.

Qualifications:

Excellent customer service, punctuality and organizational skills are required, as well as basic math skills and the ability to properly handle cash.

How To Apply:

Please contact Laura Sullivan, Director of Marketing and Communications at laura@actorsshakespeareproject.org with resume, references, and letter of interest to apply.