

## **ASSISTANT HOUSE MANAGER**

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**Status:** Part time, hourly

**Reports to:** House and Events Manager

**Salary:** \$16 per hour

### **THE POSITION**

The **Assistant House Managers (AHMs)** report to the House and Events Manager (HEM) and are responsible for serving as House Manager for most performances at the Playhouse. The AHM will arrive two hours prior to curtain to ensure spaces are audience ready and will then supervise concessions, ushers, and parking attendants during their shifts. AHM must be available to work nights and weekends.

### **ESSENTIAL FUNCTIONS**

- Ensure all front of house spaces (lobbies, restrooms etc.) are presentable prior to audience arrival.
- Hold a pre-performance meeting with all ushers one hour prior to curtain, ensuring they are aware of all Playhouse rules and any show specific information that is necessary.
- Greet guests and serve as staff point of contact for all audience members. This includes answering questions and providing audience members with directions and other requested information and responding to comments and/or complaints in a prompt and friendly manner.
- Work with the ushers and box office staff to settle any seating disputes.
- Record any necessary notes and information in the house manager report and distribute to staff at the close of each shift.
- Serve as point of contact with stage manager to ensure show begins on time.
- Work with the Building Maintenance Manager to adjust heating/cooling as necessary.
- Supervise parking attendants.
- Supervise concessions staff, check end of show sales sheets, prepare cash deposits, and alert HEM if items need to be ordered.
- Ensure that guests follow theater safety policies and that all fire codes are enforced.
- On two show days, ensure bathrooms are tidied up, toilet paper is restocked, and any overly full garbage bins are taken out and lobby is clean for the next audience.
- Work with Stage Manager and Production team to provide information and directions in the event of an emergency.
- Cover concessions shifts if/when necessary.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent written and verbal communications skills
- Strong interpersonal and organizational skills
- Well-disciplined, flexible, and adaptable
- Ability to stay calm in an emergency
- Exceptional attention to detail and commitment to follow-through
- Excellent with Microsoft Office with a focus on Word, Excel, and Outlook
- Availability to work nights and weekends

## **SCHEDULE**

AHMs are needed for the following productions as well as multiple one-night only events that occur throughout the year. The Playhouse is looking to hire several AHMs so please apply even if unable to work all dates below.

- *Next to Normal*: April 5 – 23, 2022
- *Straight White Men*: May 24 – June 5, 2022
- *Kim's Convenience*: July 5 – 17, 2022
- *4000 Miles*: August 23 – September 4, 2022
- *From The Mississippi Delta*: October 18 – 30, 2022

## **SPECIAL COVID FACTORS**

- All Westport Country Playhouse employees are required to have received both doses of the COVID-19 Vaccine (or one dose of Johnson & Johnson) plus the booster.

## **ABOUT WESTPORT COUNTRY PLAYHOUSE**

Westport Country Playhouse sits on Paugussett and Wappinger land.

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

We at Westport Country Playhouse have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant trainings in antiracist practice, bystander intervention, and social justice. All Playhouse staff must be committed to learning about EDI work and engaging with the Playhouse in this mission.

## YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

For more information about the Playhouse and other job opportunities, visit [westportplayhouse.org](http://westportplayhouse.org).

## HOW TO APPLY

- Send resume to [resume@westportplayhouse.org](mailto:resume@westportplayhouse.org) with subject line:  
**Assistant House Manager Search**
- Or mail to:  
Assistant House Manager Search  
Westport Country Playhouse  
25 Powers Court  
Westport, CT 06880
- No phone calls or drop-in visits, please.