

Dorset Theatre Festival Job Description:

House Manager

Under the supervision of the Marketing Manager, the House Manager manages front of house operations, including café operations and sales. The House Manager supervises one apprentice and a roster of volunteers, assuring professionalism of Front of House operations for all events at the Dorset Playhouse.

House Manager duties include:

- Overseeing seating, way finding, guest entry and egress, ticket taking, program and marketing material distribution
- Answering guest questions
- Facilitating lost and found
- Finding and working with café vendors, café sales pricing and strategy, liquor license compliance
- Enforcing house policies
- Recruiting and training volunteer ushers in emergency procedures
- Scheduling/assigning shifts for ushers
- Maintaining constant communication with FOH staff and volunteers to ensure positive working environment and adequate staffing levels.

Required: Customer service experience, and a bachelor's degree from a college or university or equivalent job-related experience. First aid, AED, and CPR certification desirable. Housing and competitive salary offered. Employment dates run early June through early September.

To apply, email letter, resume and list of references to: jobs@dorsettheatrefestival.org.