

House Manager

About Dorset Theatre Festival:

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

About the Position:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, seeks a House Manager for its 2018 summer season. Employment dates run early June through early September.

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, wayfinding, guest entry and egress, ticket taking, distributing programs and marketing materials, answering guest questions, and facilitating lost and found.

The House Manager is responsible for enforcing house policies, scheduling/assigning shifts for ushers, recruiting and training volunteer ushers in emergency procedures, and maintaining constant communication with FOH staff and volunteers to ensure positive working environment and adequate staffing levels.

Customer service experience, and a bachelor's degree from a college or university or equivalent job-related experience required. First aid, AED, and CPR certification desirable. A valid driver's license is required; access to a personal vehicle desirable.

Compensation:

Salary commensurate with experience and shared housing provided for the summer season.

To Apply:

Email resume, cover letter, and professional references to jobs@dorsettheatrefestival.org with your name and position in the subject line. Please indicate in your cover letter how you came across this opportunity.

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis

of—an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.