

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 seeks a House Manager for its 2024 summer season. Employment dates run May 28th through about September 12th.

Under the supervision of the Managing Creative Director, the House Manager manages front-of-house operations, including café operations and sales. The House Manager supervises one assistant and a roster of volunteers, assuring professionalism of operations for all events at the Dorset Playhouse.

House Manager duties include:

- Recruiting, training, and scheduling volunteer ushers for all Festival performances.
- Overseeing seating, wayfinding, guest entry and egress, ticket taking, program, and marketing material distribution
- Finding and working with cafe vendors
- Cafe sales pricing and strategy, liquor license compliance
- Answering guest questions
- Enforcing house policies and training volunteer ushers in emergency procedures
- Maintaining constant communication with FOH staff and volunteers to ensure a positive working environment and adequate staffing levels.
- Planning opening night celebrations and providing cafe support for other events as necessary.
- Maintaining an attractive, welcoming, and safe facility for all artists, staff, and patrons.

Customer service experience is a must for this job. The ideal candidate will be excited to take the reins in creating an enjoyable, welcoming cafe experience for our patrons. First aid, AED, and CPR certification desirable. The house manager must be at least 21 years old and complete Vermont's 1st Class Server Training Program. A valid driver's license is required; access to a personal vehicle desirable.

Compensation:

Salary is \$575-650/week DOE; single occupancy bedroom in a shared house 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.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both

in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.