

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 2019 summer season. Employment dates run June 3 through early September.

Under the supervision of the Marketing & Development 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

- 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 positive working environment and adequate staffing levels.
- Planning opening night celebrations and providing cafe support for other events as necessary.

Customer service experience is a must for this job. The ideal candidate will be excited to take the reigns in creating an enjoyable, welcoming cafe experience for our patrons. 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, less a \$50 weekly housing contribution; single occupancy bedroom in a shared house for the summer season.

To Apply:

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