

HOUSE MANAGER

A part-time position responsible for the safety and management of audiences at school and public performances. This position reports to the Managing Director. The house manager and the box office staff constitute HTY's face to the public on performance days and therefore maintain strong responsibility for public relations. They are also responsible for recruiting and supervising volunteer usher personnel.

1. Schedule volunteer usher crews prior to each production.
2. Actively recruit new ushers and work to integrate ushers into the HTY volunteer family.
3. Direct the work of the ushers and work closely with the box office coordinator, stage manager and other HTY personnel to assure smooth operations.
4. Devise seating plan for each school performance and direct teachers and students to assigned seating areas.
5. Make pre-show announcements if needed, reviewing the announcement with the artistic director, or representative.
6. Review safety needs prior to opening, working with safety officer to schedule, if needed, safety sessions with the production team and acting company.
7. Keep theatre management apprised of Front of House operations, reporting problems and making suggestions for improved methods of house management and operations, always balancing the demands of efficiency and public relations.
8. Police the theatre space after each performance and tidy as necessary, ensuring that the bathrooms and house are neat and in order. Restock supplies when needed.

Preferred Qualifications: High school degree at minimum, some college preferred, pleasant and non-threatening personal and telephone manner to facilitate communications with volunteer ushers and audience members. A high level of organization and the ability to direct people effectively and tactfully and to find and keep a corps of effective volunteers. Knowledge and some understanding of theatre and its processes are immensely helpful.

To Apply:

Interested candidates should email a cover letter, resume, and the names & contact information of three references to Becky Dunning, Managing Director at manager@htyweb.org or mail to Honolulu Theatre for Youth, 1164 Bishop Street, Suite 910, Honolulu, HI 96813.

Honolulu Theatre for Youth is an equal opportunity / affirmative action employer.