



Position: Front of House Manager
Company: Stage Door Theatre

Job Summary: Front of House Managers are responsible for overseeing our Box Office, Concessions and Volunteer Ushers during scheduled events at Stage Door Theatre.

Responsibilities:

- Provide a welcoming environment for patrons during events.
- Manage concession area including restocking and maintaining inventory.
- Work with our volunteer ushers to guide patrons to their seats.
- Keep the lobby and house clean.
- Manage concession sales and walkup tickets.
- Update Front of House report at the end of each shift.
- Handle any unexpected issues, such as seating disputes, ticketing problems, or emergencies, with a level-headed approach.

Qualifications:

- Exceptional communication skills.
- Experience in customer service.
- Basic cash handling skills.
- Proficiency in using technology (Square payment system, Ticketing software, iPad, Office computer, etc.)
- Must be over the age of 18 to sell alcoholic beverages.

Schedule: 6-12 hours a week during performance run. Working hours fall from 6:30pm - 10 pm for evening performances, 1:30pm - 4pm for matinee performances. Schedules can vary depending on show runtime.

Pay Rate: \$12 per hour.

To Apply: Please send resume to Box Office Manager, Ali Bhamani at ali@stagedoortheatre.org.

Join us in celebrating Stage Door Theatre's 50th Anniversary Season by becoming an integral part of our house staff team. Your contributions will help create memorable experiences for our patrons as they enjoy the magic of live theater.