



Richard Hopkins
Producing Artistic Director

floridastudiotheatre.org/work-with-us/careers

JOB DESCRIPTION

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Part-Time House Manager

Florida Studio theatre is seeking a Part-Time House Manager to provide excellent customer service to patrons of the theatre. This position will serve as a House Manager for all 5 of our theatre spaces. This is a fast-paced position. The amount of hours available varies week to week depending on the needs of the theatre.

Job Responsibilities Include:

- Welcoming patrons and ensuring an excellent and safe experience for patrons while they visit one of FST's five theatres
- Assisting with patron relations and resolving issues promptly
- Training and overseeing ushers
- Completing and sending nightly reports
- Reconciling tickets for performances
- Maintaining a clean and organized theatre
- Communicating with other nightly managers including Stage Managers, Box Office, and Restaurant to ensure smooth and efficient nightly operations
- Maintaining familiarity with subscription and single ticket marketing initiatives
- Maintaining familiarity with Florida Studio Theatre events
- Keeping a professional attitude and appearance (including in dress) while at work
- Having a general appreciation for and understanding of live theatre
- Assisting with concessions on an as-needed basis

Job Qualifications:

- Good communication skills
- Positive, friendly, and outgoing attitude
- Must be prompt, reliable, and detail oriented
- Must be willing to work evenings and weekends
- Experience in a fast-paced customer service environment is a plus
- Ability to stand for an extended period and ability to lift up to 25 pounds

Job Type: Part-Time, Permanent

Reports to: Box Office Manager

Compensation: \$18-\$20 per hour

Anticipated Start Date / Hiring Timeline: Position open until filled.

To Apply: Submit resume, cover letter, and contact information for three references at <https://www.cognitoforms.com/FloridaStudioTheatre1/FloridaStudioTheatreHiring>

Florida Studio Theatre is working towards becoming a more inclusive and accessible organization. FST is thus committed to developing a work environment that is reflective of the diverse world that it serves. Applicants from all populations and underrepresented groups are strongly encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

FST operates five stages, the 173 seat Keating Theatre, the 237 seat Gompertz Theatre, the 109 seat Goldstein Cabaret Theatre, the 110 seat John C. Court Cabaret Theatre and the 100 seat Bowne's Lab Theatre.

For more information, visit our website at www.floridastudiotheatre.org