

SEATTLE REP

JOB OPPORTUNITY

Seattle Rep is committed to producing the highest quality programming and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.

We are part of a growing movement in theater to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ+ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.

Position Title: Theater Floor Staff
Department: Front of House
Supervisor: Audience Services Director
Classification: Seasonal Part-Time
Work Week: Various shifts, Nights & Weekends, Tues – Sunday, Seasonal
Pay Rate: \$15.00/hour

Seattle Rep Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse culture, perspectives, and life experiences of our region.

Seattle Rep Vision

Theater at the heart of public life

Seattle Rep Values

Artistic Vitality, Sustainability, Generous and Inclusive Practices

Position Purpose and Job Overview

The primary purpose of the Theater Floor Staff is to positively contribute to the patron experience. They do this through set-up and selling concessions at our shows. There are three positions each night: Bartender, Coffee Stand, and Coat Check. Each function has their own duties, but we set-up and break down as a team each night. Shift times are 5:45 PM for evening shows / 12:15 PM for matinees, and shifts are generally between 3-4 hours in length.

ESSENTIAL FUNCTIONS, depending on assignment:

Coat Check

- Check coats and parcels for patrons, re-distribute after show
- Hand out Assisted listening devices and collect after show
- Brew and Clean-up Self-Serve Coffee table
- Ring in coats and coffee sales into register

Bartender

- Set-up bar before show
- Make drinks and take pre-orders for intermission
- Reconcile bank and profit nightly, including credit card sales
- Clean up bar after intermission

- Close down and lock bar nightly
- MAST Permit required, must be 21

Coffee Stand

- Set-up Coffee Stand before show
- Wrap and prep baked goods, set-up display of candy, coffee and other goods to sell
- Make coffee drinks for patrons
- Reconcile bank and profit nightly, including credit card sales
- Wash dishes and clean-up nightly
- WA State Food Handler's Card required

Serve as an essential contributor to Seattle Rep's culture and success

- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity & inclusion) work of the organization, including attending all-staff training sessions
- Engage with and strive to embody Seattle Rep's mission, vision, and values in all aspects of work

REQUIRED QUALIFICATIONS:

- **Ability to work a flexible schedule, evening and weekend hours REQUIRED**
- High School diploma or GED
- WA State Food handler's Card/ MAST Permit
- One year experience providing positive customer service, preferably in an arts environment
- Demonstrated ability to appropriately manage cash and inventory
- A genuine interest in theater and in working with the public
- Strong diplomacy, interpersonal and teamwork skills
- Ability to perform physical labor, heavy lifting up to 50lbs
- This job is physically demanding which requires you to be comfortable on your feet, standing or walking for up to 5 hours. Required ability to move furniture and program boxes
- Computer (Microsoft Office and database) literacy and accuracy
- Working with iPads and Square
- Ability to clearly communicate, both verbally and in written form
- Experience in successfully meeting deadlines under pressure with grace and humor
- Uniform Dress

To apply, please send cover letter, resume and list of 3 professional references to:

Email: humanresources@seattlerep.org

Write in the email subject line: **"Theater Floor Staff"**

You may also mail application materials to:

Seattle Rep
Attention: Human Resources
155 Mercer Street
Post Office Box 900923
Seattle, WA 98109

Position reposted: September 6, 2019

Application Deadline: Open until filled

Start Date: as soon as practical