



Job Description: House Manager

Description:

The Wortham Center for the Performing Arts, a 501(c)3 nonprofit, is an expansion of the Diana Wortham Theatre, an active, 500 seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Wortham Center presents a series of critically acclaimed touring artists in dance, theatre and music, an education series for students, teachers and families, and is the home venue for more than 40 local organizations which rent the theatre each season.

Following the completion of a \$3.2 million dollar Capital Campaign, the **Diana Wortham Theatre** added the **Tina McGuire Theatre** (100 seats) and the **Henry LaBrun Studio** (mixed use), transforming into the **Wortham Center for the Performing Arts**, increasing programming, access, and venue availability for residents and visitors to Western North Carolina.

Responsibilities:

The house manager is responsible for the smooth operation of both the lobby and audience seating areas during the run of the show. House Managers welcome the public to the theatre and oversee their safety and well-being before, during, and immediately after the show.

Key duties of the house manager include supervising ushers, greeters and venue associates during shows, coordinating house opening and intermission times with stage managers and orienting ushers to the show's specific needs. The House Manager monitors the lobby of the theatre throughout the duration of the show and periodically checks in with the ushers inside the theatre to ensure that all is going smoothly. The House Manager will also troubleshoot any seating difficulties to create successful resolutions for patrons and communicate with the Box Office as needed regarding difficulties and patron needs. The House Manager also serves as the point person for any emergency management that may be necessary.

Qualifications:

Event Management experience is preferred. Excellent "people skills", customer service skills and communication skills. Evening and weekend availability is a must.

Reports to: Front of House Manager

Hours: Part time, as needed, depending on the event schedule.

To apply:

Send cover letter and resume to suzie@worthamarts.org with "House Manager" in the subject line.

No phone calls please.

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate based on race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks.

Wortham Center for the Performing Arts is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.