



Community Art Center Foundation

DATE POSTED: 4/28/22

POSITION TITLE: House Manager

JOB DESCRIPTION:

Part-time house managers are in charge of the front of house activities and serve as the overall point person for The Prizery during rentals or in-house events. They are entrusted with on the spot decision making and problem solving. They are responsible for any and all patron and client issues during the event. They are responsible for briefing ushers or volunteers on show or event information. They will lead the evacuation of the building in the event of an emergency. Being trained in CPR is a plus for this position.

Key Responsibilities:

- Open the building and be the point of contact for the duration of the event.
- Know the building and where supplies, first aid materials, brooms, mops, etc. are located, and supply such materials as requested by the renter.
- Let the renter or contact person know where you will be located in the building at all times and supply your cell phone number for quick contact.
- Follow organizational policies and procedures.
- Commit to exceeding customer expectations and be a motivated problem solver.
- Provide special assistance and emergency assistance when requested.
- Fill out a house manager packet for each event worked, including exact hours worked, demographic forms, maintenance request forms for items broken or malfunctioning, fill out detailed accident report in the case of any accident occurring in the building or immediately outside The Prizery.
- When applicable, settle with promoters for merch fees or other fees.
- Act as a representative of The Prizery when other senior staff members are not present.
- Maintain a professional appearance.
- Stay until the final person has left the premises and lock and secure the entire building.
- In the case of an emergency or a situation you do not feel authorized to deal with, you will reach out to the staff member on call.

This position is part-time and includes many weekends or nights.

We will have multiple house managers, but you must have some flexibility with your schedule.