

**Job Title:** Assistant Theater House Manager & Operations  
**Job Type:** Part-Time (16 hours per week)  
**Compensation:** 18\$-20\$/hr.  
**Reports to:** Theater Operations Manager

### **About Sarasota Opera**

Sarasota Opera, which owns its 1926 historic theater that was renovated in 2008, produces four operas in repertory from January to March, in addition to one opera and a Youth Opera production in the fall. Additionally, throughout the opera season, Sarasota Opera offers special events and concerts. In 2016 Sarasota Opera purchased the Steinwachs Artist Residences for Sarasota Opera: a 30-unit apartment complex to house both our artists and others from the Sarasota arts community. a primary responsibility for this position will be to service the maintenance and cleaning needs of the Artist Residences.

### **Position Summary**

The Assistant Theater House Manager reports to the Theater Operations Manager assisting with the front of the house operations ensuring patrons the best possible audience experience. In addition, the Assistant House Manager will assist the Theater Operations Manager with preparing receptions, maintaining product inventory, and assisting bar staff as needed.

### **Responsibilities**

- Works with the facilities staff on pre-and post-show preparations, inspections and ensuring the theater is clean and presentable prior to show and ensuring lights are turned off and building secure post show
- Greet and oversee seating of all patrons
- Works closely with the Guest Services/Box Office staff troubleshooting any issues or concerns with ticketing
- Communicates with production staff, House Manager and Operations Manager for successful run of show to include run times and intermissions of the show
- Works closely with a staff of volunteer ushers and will lead a preshow meeting for all
- Monitor guest safety throughout the show and attend to any emergencies calmly
- Assists the Operations Manager with set up and preparing of scheduled receptions as needed
- Assists the Operations Manager with maintaining product inventory and providing support in the bars as needed
- Support bar services as needed during peak times.

### **Positions Requirements**

- Previous house management experience working in the arts and/or an interest is preferred
- Knowledge of performance/theater environment preferred
- A working level of computer proficiency, especially in Microsoft Word, Excel, and Outlook
- Must be highly organized, self-motivated and comfortable working in a dynamic environment
- Excellent interpersonal and communication skills
- Must be able to work nights and weekends (16 hours per week, with additional hours during opera season.)
- Must be able to multitask
- Must be able to make quick decisions with confidence

- Must be able to remain calm during stressful situations and work well under pressure
- Must be able to stand for extended periods of time, bend and lift up to 25 pounds and move freely frequently up and down stairs

**Schedule**

The schedule varies and is based on the needs of Sarasota Opera. The position will require scheduling flexibility including nights and weekends.

**How to Apply**

Please send a short email that includes your resume, references, and contact information to [soajobs@sarasotaopera.org](mailto:soajobs@sarasotaopera.org) with “Operation” in the subject line.

A criminal background check, results of which are not necessarily a bar to employment, is required. We are a drug free workplace.

Equal Opportunity Employer