



Front of House Staff

Part Time

Location: downtown St. Paul

Reports to: Audience Development Director

History Theatre is seeking a dynamic, detail and guest experience oriented individual to join the Front of House Staff. We are looking for a person who has experience in dealing with a wide variety of people in a multitude of situations in a polite yet direct fashion. The position will function as a House Manager for shows with occasional shifts in concessions. Daytime box office hours answering phones and administrative duties are also available. Exact schedule depends upon start/end times of performances each night. This is a part-time position, roughly 2-4 shifts per week.

Requirements:

- Ability to work nights, weekends, matinees, and occasional holidays.
- Exemplary customer service and communication skills and the ability to be a team leader.
- Excellent organization and administrative skills, with an ability to multi-task and prioritize accordingly.
- Personable, friendly, and helpful – a team player with the ability to effectively manage and interact with a variety of constituencies (patrons, donors, staff and trustees).
- Ability to work with grace under pressure, make quick decisions and handle emergencies.
- Must be able to lift up to 30lbs.

Salary: \$10.00 /hour

History Theatre is an equal opportunity employer.

How to Apply:

Please submit a cover letter, resume, at least two references via email to:

Chari Hall, Audience Development Director

History Theatre

chall@historytheatre.com

Deadline : **Open till filled.**