



Front of House Staff

Position: Front of House Staff

Per hour - \$16 Casual Time

History Theatre is looking for a professional, courteous individual who will be responsible for working evening and weekend performance with the ability to be cross trained for the duties of house management, concessions, and bar sales.

Front Of House is often the first staff member patrons come into contact with and will be expected to provide a high level of customer service, taking every step to ensure positive experiences. We are looking for someone to join our team that will help foster an environment that reflects History Theatre's Artistic Excellence, Equity and Accessibility values.

This is a part-time 10 to 20-hour per week position with a variable schedule based around our performance schedule.

Position Overview and General Duties

- Experience working with the public and cash. Experience in theater is an asset, but not required
- Excellent interpersonal and communication skills
- Excellent organizational skills and attention to detail with the ability to remain calm in demanding situations
- Can work independently and within a team
- Supervise the ushers, who take tickets and lead patrons to their seats
- Responsible for the safety of the audience
- Confirms show time with the stage manager. If there are latecomers, and a need to delay the start of the show
- Maintains the appearance of the lobby and all public areas
- Resolves conflicts with any patron issues
- Completes and distributes house report for each performance
- Follow established procedures for money handling
- Able to do simple math
- Comfortable in a fast-moving dynamic environment
- Team player with great customer skills
- Complete other related duties as assigned

Job includes complimentary tickets, discounted parking and one hour sick time for every 30 hours worked.

Please submit your interest with a short resume of past work history and skills to: Chari Hall Audience Development Director chall@historytheatre.com