



Classic Stage Company seeks a **Lead House Manager** for its upcoming 2023-2024 Season. This position is part-time and reports to the General Manager. This position serves an important role welcoming all audiences to CSC. Candidates should possess very strong communication and organizational skills with a high ability to multitask and problem solve. We are seeking a true self-starter who is extremely proactive and able to quickly delegate and handle unexpected situations with tact, thoughtfulness, and grace. Previous House Management experience is preferred.

General duties include but are not limited to:

- Serving as House Manager for the majority of performances in any given performance week
- Regular communication with administrative staff
- Leading of pre-production training for Front-of House team
- Hiring and scheduling ushers and house managers

Per-show house management duties include:

- Leading usher team during ingress and egress for all performances
- Opening and closing the house, running concise intermissions, and handling late seating in coordination with stage management
- Assisting with patrons requiring accessible seating and other special seating arrangements
- Coordinating pre-performance meetings with Front-of-House and Box Office teams
- Recording of per-performance house management reports
- Helping maintain clean theater and lobby spaces

The Lead House Manager is required to hold a Certificate of Fitness for F-03: Indoor place of Assembly Safety Personnel. If this certificate is not already held, CSC will cover associated costs to test and receive certification, as needed. This position is also required to work evenings and weekends. The position is part-time (averaging 25 hours per week) with an anticipated admin start date the week of September 18, 2023 and performance start date of October 10, 2023. The rate is \$25/hour for administrative duties and \$100/shift for performance coverage.

If this position sounds like the perfect fit for you, please apply! In addition to your resume, send along a cover letter that tells us a little bit about yourself beyond your work history. We'd love to know more about you and hear why you're interested in this role and what you're looking for in a new position. You can submit all of these materials via email to jobs@classicstage.org with "Lead House Manager" in the subject line.

The health and well-being of our artists, staff, and audiences is of utmost importance to us. CSC will be in compliance with all CDC, Federal, NY State, and NYC guidelines as well as union COVID-19 Safety Protocols for Off-Broadway Productions for Fully Vaccinated Companies. It will be a condition of employment all CSC employees are fully vaccinated, which as defined by the CDC is more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine and staying up-to-date on all authorized or approved boosters.

CSC is committed to being an anti-racist organization and we believe that diversity and inclusion are critical in our hiring practices. CSC recognizes the responsibility we bear to make our theater a place where all artists, audiences, and staff feel supported and at home. To learn more about CSC's commitment we encourage you to visit classicstage.org/commitment.

CSC values diversity and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor. In addition to federal law requirements, Classic Stage Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.