

Community Radio Project

Position Description

August 2017

Position: House Manager

Salary Range: DOE

Benefits: Part time- none

Reports to: Director of Sunflower Theatre (DST)

Weekly Hours: 7-10 (irregular hours, some mornings, afternoons and evenings)

Organizational Overview: KSJD is an innovative, non-profit media organization working to inform, entertain and empower. KSJD's Sunflower Theatre presents performing arts, cinematic, and educational programming to enrich the cultural experience of a diverse rural audience in the Four Corners Region.

Position Description

The House Manager is responsible for the maintenance and smooth operation of the house before, during and after an event. S/he will welcome the public to the theatre, oversee their safety and well-being before, during, and immediately after the show and will be available to address audience questions and concerns.

Primary Duties:

- Designated Safety Officer
 - Responsible for Emergency planning and execution procedures.
 - Responsible for training all personnel on safety procedures.
- Volunteer Coordinator/Manager
 - Train, coordinate and supervise Ushers for each event.
- Pre-Show Operations
 - Provide Will Call list to Will Call station 15 mins before doors open.
 - Set the seating for the house according to requirements of event.
 - Set Green Room for Artists. Supply water and any approved hospitality request.
 - Cleaning the lobby, house and stage according to cleaning and maintenance checklist.
 - Ensure bathrooms for neatness, adequate paper supplies and soap, restocking as necessary. Clean if necessary.
 - Work closely with the Tech Director (sound and lights) to coordinate house opening times and performance start times (including sound check and live broadcasts).
 - Check with Concessions Consultant (CC) that all is in place for each event.
 - Ensuring that any special signage is in place for performances. This includes keeping event info updated on marquee.
- Show Operations
 - Have full situational awareness before during and after shows to:
 - Provide information and/support and management for patrons, artists and volunteer staff.
 - Manage ticketing disputes or problems.
 - Attend to late-comers.
 - Operate films, setting up microphones and connecting media to projector (i.e. power point presentations).
- General Operations
 - Oversee operational aspects of HVAC, lighting and other theatre systems.

- o Coordinate and manage safety equipment maintenance and inspection.
- o Coordinate and manage annual cleaning and maintenance, including HVAC, lighting and other theatre systems.

Other Essential Duties

- Work with DST to develop and vet programming.
- Attend staff meetings and trainings as required or requested.
- Perform other duties as assigned.

Preferred Qualifications:

- Experience in theatre/venue production management.
- Proven interpersonal skills.
- Familiarity with performance (live music, spoken word, theatre, film).
- Basic administrative skills.
- Familiarity with Public Radio and, more specifically, KSJD's programming.

Required Technical Skills:

- Familiarity and facility with Macintosh and PC operating systems.
- Ability to use Google platforms.
- Knowledge of the Internet and use of online tools.
- Ability to operate powerpoint (and similar) presentations.
- Ability to operate sound and light system for basic presentations.

Physical Requirements:

- Position involves lifting, dragging, and maneuvering chairs, tables, and other equipment, as well as mopping, dusting and general cleaning.
- Work will require the use of computers with exposure to video display terminals.
- Position involves periods of standing, stooping, sitting, walking, bending, and kneeling and some lifting. Adequate hearing is required to hear/talk with all individuals, and to use telephones on a consistent basis.
- During maintenance of venue - will need to climb and work from 12' ladder.

Work Environment:

- Some work performed is in an office setting.
- Most work performed in a theatre setting.

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