



House Manager

Position Description

The Purple Rose Theatre Company (PRTC) is a nationally acclaimed professional regional theatre founded by Jeff Daniels; a 501(c)3 nonprofit organization. We seek a part-time (25 hours a week) house manager to work closely with our patron services manager, managing director, stage management, other front of house staff, patrons, and donors to further PRTC's mission.

Essential Duties and Responsibilities

Responsible for ensuring excellent customer service from front-of-house staff. Staff public and preview performances. Give house opening and curtain speeches. Manage printed program distribution and other patron materials. Maintain the appearance of the lobby and all public areas; communicate with Purple Rose handyman and/or cleaning service as necessary to ensure a safe environment. Coordinate and train volunteer ushers. Coordinate performance timelines with stage management, including preshow curtain speeches, intermission, and post show talkbacks. Complete and distribute house report for each performance. Provide calm leadership in emergency situations, including fire alarm and inclement weather warnings. Resolve conflicts with any patron issues. Provide an excellent patron experience at all performances.

Required Knowledge, Skills and Abilities

- Previous front of house/box office experience
- Demonstrate leadership, independence, integrity, and strong communication skills
- Knowledge and experience with an arts ticketing software (Spektrix, Tessitura, AudienceView, TicketLeap, OvationTix, PatronManager, Ticketmaster, or other)

Compensation

- \$18.00/hour
- Paid Vacation time
- SIMPLE IRA plan

About The Purple Rose Theatre Company

The Purple Rose Theatre Company (PRTC) is the home of world-class, original American theatre. The PRTC is a professional theatre company with roots in the Midwest that takes a handcrafted, artisanal approach to producing new and classic American plays that are nothing less than one-of-a-kind experiences. We are a 501(c)(3) not-for-profit professional theatre operating under an SPT (Small Professional Theatre) contract with the Actors' Equity Association.

To Apply

Send resume and cover letter to Katie Hubbard, Managing Director, at khubbard@purplerosetheatre.org with "House Manager" in the subject line. The Purple Rose Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.