



Williamston Theatre is a professional regional theatre that offers a diverse array of intimate storytelling experiences to entertain, build a sense of belonging, and foster empathy for the human journey.

Employment Opportunity

Position: House Manager

Williamston Theatre is looking for performing arts enthusiasts to be integral members of the house management team at the Williamston Theatre as we begin our 19th Season. This role is crucial as House Managers serve as the public face of the organization, ensuring that all patrons feel welcomed and safe during their visit.

Responsibilities include, but are not limited to:

- Arrive 90 minutes prior to curtain and prepare the space for the public to arrive,
- Maintain cleanliness of the theatre and surrounding areas before, during, and after shows,
- Coordinate with box office staff and stage management before, during, and after shows,
- Supervise volunteer ushers,
- Monitor ticketed admissions,
- Troubleshoot seating issues and other front-of-house concerns during performances,
- Provide exceptional customer service and address patron needs, questions, complaints, or concerns efficiently and professionally,
- Deliver scripted curtain speech to audience,
- Prepare space for intermission and see to patrons' needs,
- Close up front of house after patrons have left,
- Complete house management reports,
- Other duties as assigned

Desired experience/qualities:

- Excellent customer service, interpersonal, and communication skills,
- Comfortable handling unexpected customer needs, managing potentially stressful situations calmly and maturely
- Ability to take charge and use sound judgement to make quick decisions,
- Ability to complete reports and work with box office staff to solve seating problems,
- General cheerful disposition and ability to speak in front of an audience,
- Maintain professional appearance and behavior, reflecting the standards of the theatre and enhancing the overall experience for patrons.

Part-time position. Salary: \$15 per hour. Flexible schedule, including evenings, weekends, and double-performance days.

If interested, please email your resume and two (2) references to Managing Director Chris Purchis at chris@williamstontheatre.org