



Quantum Theatre

Quantum Theatre

212 45th Street
Pittsburgh, PA, 15201

Karla Boos, Artistic Director

Julie DeSeyn, Executive Director

House Manager for 2024-2025 Season

Quantum Theatre is in search of a House Manager for the remainder of their 2024-2025 Season.

You will be paid a rate of \$18/hour for all pre-and post-show set up for all performances. Ideally, this position will go to someone who will be scheduled for both productions, but anyone who is available for specific shows should apply as well. See below for show schedule and further details. **To apply for this position, please send a resume and cover letter to applications@quantumtheatre.com.**

2024-2025 Show Schedule:

The Cabinet of Doctor Caligari at Union Trust Building

- **Training Day:** October 27, 2024
- **Performances:** October 30 - November 24, 2024. Performance schedule is Wednesdays - Saturdays at 8pm, Saturday and Sundays at 2pm. Special matinee on November 20. Approximate start times are 6pm for evening performances, 12pm for matinees, and 8am for the student matinee.

The Return of Benjamin Lay at the Carnegie Braddock Library

- **Training Day:** January 26, 2024
- **Performances:** Performance schedule is Wednesdays - Saturdays at 8pm, Saturdays and Sundays at 2pm. Student matinee on Wednesday the 20th at 10am. Approximate start times are 6pm for evening performances, 12pm for matinees, and 8am for the student matinee.
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The House Manager to oversee front of house operations for night of performance, including:

- The lead on all Front of House operations in regard to assisting patrons, overseeing staff and ticketing needs
- Managing and leading volunteers
- Take the lead on event setup and breakdown for shows, i.e. box office, concession and other show related needs daily
- Assist with emergency management as needed
- Cash handling and credit card sales for concessions
- Communicate and work with the Associate Producer and Patron Relations Manager about event and concessions needs
- Communicating with the Stage Manager and/or Technical Staff to coordinate closing the house

Skills and Experience

- Positive, "Can-Do" approach
- Cash Handling Skills
- Detailed reporting and communication
- Detail oriented, highly organized, and able to balance multiple tasks and deadlines
- Able to identify and proactively solve issues regarding house management and patron experience and follow-through with organized, concise, and timely communications and actions that uphold the professionalism of Quantum Theatre
- Experience with House Managing or running box office is preferred but not mandatory
 - Current driver's license and/or access to reliable transportation
 - Able to lift 20 lbs.