



## Quantum Theatre

212 45th Street  
Pittsburgh, PA, 15201

*Karla Boos, Artistic Director*  
*Julie DeSeyn, Executive Director*

Quantum Theatre

### Assistant House Manager for 2024-2025 Season

Quantum Theatre is in search of an Assistant House Manager for *The Return of Benjamin Lay* to help lead our Front of House operations. The Assistant House Manager supports the House Manager to help create a welcoming experience for all patrons and help performances run smoothly. The successful candidate will be highly motivated, an excellent communicator, and a collaborative team player. The rate for this position is \$15/hour, and is classified as part-time, non-exempt.

#### The Return of Benjamin Lay at the Carnegie Braddock Library

- Training Day: January 26, 2025
- Performances: Performance schedule is 1/29/25 - 2/23/25, Tuesdays - Saturdays at 8pm, Sundays at 2pm. Special Matinees on Saturday 2/8, 2/15, and 2/22 at 2pm and on 2/19 at 10am. Approximate Start Time 6pm
- Load out on 2/24/25

The Assistant House Manager will work with the House Manager to oversee front of house operations for night of performance, including:

- Managing the box-office and check-in system.
- Welcoming the public to the theater
- Seating patrons, and addressing patrons questions and needs.
- Managing and leading volunteers.
- Coordinating distribution of program books.
- Overseeing the safety and well-being of audience members before, during, and immediately after the show, ensuring patrons are able to safely exit.
- Creating a lasting positive impression of authentic hospitality to all patrons.
- Warmly inviting audiences to attend again and invite their friends.
- Communicating with the Stage Manager and/or Technical Staff to coordinate closing the house

#### Skills and Experience

- Positive, "Can-Do" approach
- 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.
- House Management or Box Office experience is preferred but not mandatory.
- Current driver's license and/or access to reliable transportation.

Please submit cover letter and resume to: Julie DeSeyn [applications@quantumtheatre.com](mailto:applications@quantumtheatre.com) by January 10, 2025

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