

# Assistant House Manager

**DEPARTMENT:** Operations

**REPORTS TO:** House Manager

**LOCATION:** La Jolla, California on the beautiful campus of the University of California, San Diego

**FLSA STATUS:** This is part-time, non-exempt (hourly) position, not eligible for benefits

**COMPENSATION:** \$17.50 per hour

**SCHEDULE:** Evening and weekend work; up to 29 hours per week

**POSTING DATE:** December 2022

**HOW TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Please include in the subject line – “Assistant House Manager”

**APPLY BY:** January 15, 2023

## ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 70 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

– more –

## STATEMENT OF JOB

Under the direction of the House Manager, the Assistant House Manager provides excellent customer service to our patrons, responds to emergencies and assists in resolving problems by implementing Front of House policies and procedures. Works in conjunction with Stage Management and Patron Services Staff to ensure a safe performance.

## ESSENTIAL JOB DUTIES

- Using theatre policy and knowledge of theatre grounds, provide excellent customer service to our patrons. Make sure patrons with special needs or requests are addressed.
- Assist the House Manager with resolving any complaints or concerns.
- Respond to emergencies: fire, earthquake, sick/injured patrons and threats of violence using established procedures.
- Assist the House Manager with enforcing COVID protocols when applicable.
- Assist the House Manager with responding to facility needs during performances.
- Maintain lobbies and theatre houses during performances.
- Assist the House Manager with monitoring performance of equipment such as listening devices, ticket scanners and golf cart.
- Assist in event setups and managing events when needed.
- Secure theatre premises at end of night.
- Assist with special projects as requested by Operations.

## REQUIREMENTS & PROFICIENCIES

- Friendly, helpful attitude and excellent customer service are a must
- Ability to work in a fast-paced environment
- Ability to learn and follow theatre policies and procedures
- Attention to detail
- Willingness to take the initiative
- Team player
- Good verbal and written communication skills
- First Aid/CPR certification preferred
- Experience working with volunteers
- Basic computer skills
- Alignment with the values of La Jolla Playhouse
- A commitment to uphold and support the Playhouse's Anti-Racism Action Plan
- Passion for the arts – and more specifically, theatre!
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment

## PHYSICAL REQUIREMENTS

- Frequently lifts/moves items weighing up to 25 lbs.
- Frequently moves about throughout Playhouse buildings and event spaces, both indoor and outdoor.
- Regular and predictable on-site attendance.
- Must be able to work a flexible schedule, including nights, weekends and holidays.