

HIRING: House Manager at Reynolds Performance Hall

The House Manager is a vital part of the Reynolds front-of-house staff, and is on the front lines of customer service for our patrons. The House Manager must be a currently enrolled student and works every performance in the Public Appearances season (6-10 per semester) as well as numerous other events that take place in Reynolds, such as band concerts, opera performances, screenings and pageants. Each event usually requires a minimum amount of 4 hours of work. The total average amount of events per semester is 25, and can happen any day of the week. The schedule is worked out 1-2 months in advance.

Pay: \$10/hour

Duties include:

Arriving 90 minutes before each performance, dressed in professional attire (no jeans)

Unlock and lock all doors to the public at the appropriate times

Conduct an usher orientation and show them how to use ticket scanners

Make sure the Hall and restrooms are clean and accessible

Be visible in the lobby and prepared to answer questions about seating. Work with the box office and patrons should a seating conflict arise

Ideal candidate would demonstrate:

Willingness to go above and beyond to help our patrons

Timeliness and responsibility

An enthusiasm for the performing arts

Friendly demeanor

Our current House Manager (who has held the position for three years) is in April, and we will need to have the new House Manager ready to begin by the middle of May. The House Manager will work the Arkansas Shakespeare Theatre's season June 10- July 9, as well as other events in Reynolds May- August. The Public Appearance season will begin again in September of 2016 when school is back in session.

We have internationally-renowned acts in the Hall throughout the year, and you can be an important part of our team! Positions like this look good on a resume and offer real-world experience that can transfer to future positions in the arts and hospitality. To apply, please send a brief introduction and resume to Julia Dossett Morgan at jmorgan@uca.edu. Applications due by April 15.