



## House Manager

Since its opening in March 1968, the Oxnard Performing Arts & Convention Center has hosted thousands of performances reaching more than 3 million people. Outstanding Broadway musicals, prominent guest speakers, and musical acts and plays have all graced the center's stage.

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### ***SUMMARY OF POSITION***

The House Manager at the Oxnard Performing Arts Center, under the direction of the Event Coordinator, is a part-time, seasonal position that will support the audience experience as an integral part of introducing and maintaining the culture of the Oxnard Performing Arts Center. The House Manager will be responsible for the safety of the public, ensuring a comfortable environment for audiences to enjoy at the Center and its programming. Collaborating with ticket services, volunteers, and other front of house personnel, the House Manager will ensure productions and events run efficiently. This position requires a flexible schedule and includes nights, weekends, matinees and holidays. Special projects/other duties as assigned.

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### ***DUTIES AND RESPONSIBILITIES***

The House Manager will work with the Event Coordinator in the following areas:

- Any or all of above duties and responsibilities
- Serve as on-site manager for public assemblies and private events with emphasis on service and safety.
- Represent Oxnard Performing Arts Center positively and professionally in interactions with the public. Problem solve; deal with ticketing, seating, customer concerns or other issues quickly and effectively with excellent customer service.
- Manage multiple reception spaces including auditorium, banquet rooms and classrooms.
- Manage front of house schedule under general direction of Event Coordinator.
- Coordinate other contract services as required (housekeeping, building maintenance, etc.)
- Participate and work effectively as a team player with other employees, associates of the theatre, theatre clients/renters, patrons and visitors.
- Work with theatre events/clients in enabling events.
- Ensure all assets are secured after event is finished
- Enforce theatre rules and regulations

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### ***PREFERRED SKILLS***

Candidates should have experience in audience services in a theatre or performance venue, must possess exemplary customer service and communication skills and demonstrate the ability to be a team leader.