



House Manager

Profile Theatre Project, an Oregon not-for-profit corporation, doing business as Profile Theatre, invites applications for the position of House Manager.

ORGANIZATION

Founded in 1997, Profile Theatre is one of the oldest continuously operating theaters in the state. Profile Theatre centers an entire season of first class productions and community engagement activities through the lens of the season-long Featured Playwright, whose unique vision broadens our perspective on the world and deepens our collective compassion. We do this through large-scale professional productions, our expansive In Dialogue program, the Playwrights Residency, and our signature Community Profile program. Profile has grown to be one of the most well-regarded theaters in Portland, with a reputation for bringing intelligence, excellence and passion to the stage. House Managers will work closely with the Stage Manager, Box Officers, and other Profile Theatre staff/Old Moody Stages representatives.

POSITION AND RESPONSIBILITIES

Profile Theatre seeks House Managers for the upcoming production of *The Oldest Profession* at the Barge Building at Zidell Yards.

Training and supervising volunteer ushers, ensuring Covid-compliance, greeting guests, responding to patron questions and needs, ensuring all guests are seated in an orderly manner, communicating with stage management when the house is ready to be seated and when seating is complete, light tidying of house after performance concludes, etc.

QUALIFICATIONS

The ideal candidate will have experience working house management for a professional theatre.

Must be comfortable with technology and working closely with other individuals.

Profile Theatre is an equal opportunity employer and strongly encourages women and people of color to apply, in keeping with its core values of inclusion and representation. Employees will be compensated starting at a rate of \$15/hr.

This position will be expected to report to the Barge Building at Zidell Yards in Portland, OR.

This position may include physical requirements of moving, standing, and sitting outdoors, utilizing technology, and interacting with others. Reasonable accommodations provided.

Submit your application at [Profiletheatre.org/apply](https://profiletheatre.org/apply).

Please include a letter of interest outlining applicable skills and experience. No calls or drop-ins, please. If you require accommodation to submit, please notify us by email above.

Work dates between August 5-August 15, 2021, applications accepted until positions are filled.

JOB DESCRIPTION

House Manager

Responsible for the coordination and logistics of front of house and audience experience for The Oldest Profession at Old Moody Stages. Responsibilities include:

- Training and supervising volunteer ushers
- Managing audience seating
- Coordinating with box office
- Coordinating show and intermission start and stop times with stage management
- Managing late seating
- Problem solving any audience or volunteer issues that arise
- Light cleaning of seating and lobby areas
- Answering audience and volunteer questions
- Opening and closing the venue

Reporting: House Management Coordinator

Rate and Schedule: This is an hourly position at \$15/hr.