

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:

Assistant House Manager

Part-time, Seasonal, Non-Exempt

Position Overview

Under the direction of the House Manager, House Associates are responsible for the efficient operation of all Front of House activities and audience comfort and safety at our 545-seat outdoor venue. House Associates staff all mainstage productions including Student Matinees. House Associates will need to be prepared to welcome patrons to the Bruns, assist patrons by answering questions and helping them to their seats, and other duties requested by the HM, such as maintaining the facilities and assisting with daily reports. Applicants must be able to: demonstrate diplomatic, tactful customer service and event management techniques; think on their feet and problem-solve in a calm, professional manner; act professionally under pressure and meet tight nightly deadlines. House Associates should be prepared to work closely with a team and demonstrate the ability to work well with others. Comfort and interest to work as a bartender on occasion is a plus. Interest in theater and experience in customer service, house and/or event management preferred. Must be able to dependably work nights and weekends.

The Organization

Description: With offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Qualifications

You are an ideal candidate if you:

- Share a respect for diversity of backgrounds and voices.
- Provide a joyful and positive experience for every guest who joins us.
- Solid team playing skills and ability to adapt
- Think on your feet and problem-solve in a calm, professional manner.
- Work under pressure to meet tight nightly deadlines.
- Exercise good judgment and give appropriate consideration to others when working with the public



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- Comfort working outside with an unpredictable climate
- Observe a basic dress code and attend pre-season training (s)
- Dependably work week nights; preference will be given to applicants who can begin season preparation in early-June and work through mid-October, including Student Matinee staffing.

Special Environmental Factors

- Position requires night and weekend hours, primarily at our outdoor Amphitheater site in Orinda.
- Efficient execution of the job during the season may require that the employee have access to and operate an automobile in order to work at the Amphitheater site when required.
- The position may require pre-season administrative duties at the Berkeley office or remotely by computer.
- *At the Bruns Amphitheater:* extended standing, walking on uneven ground (hills, gravel, and rocks), working outdoors with no effective protection from weather for extended periods of time.

Other Details

Time Commitment: 15-25 hours per week, with possible additional hours during and after the season. **Night and weekend schedule required.**

Duration: Part-time, seasonal position (June through October)

Supervision: The House Associate reports to the House Manager and the Assistant House Manager

Compensation: \$13-\$14/hour

Please email a cover letter and resume to: opportunities@calshakes.org (with "House Associate" in the subject header)



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