



City of Mountain View

Now accepting applications for:

THEATRE HOUSE MANAGER (HOURLY)

\$25.10 to \$30.52 Hourly

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. **This recruitment may close at any time.** Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

What's the Role?

We are seeking a highly motivated, reliable, and detail-oriented individual to join the Performing Arts Division for the position of Theatre House Manager within the Community Services Department. You will be joining a passionate team of professionals in a collaborative work environment dedicated to serving the community. Our work has a direct impact on community residents, theater-goers of all ages and the clients that rent our venues. This is a part-time unbenefited position working varying shifts including evenings and weekends as needed up to 27 hours in a week. The position is also limited to 1,000 hours per fiscal year. The position provides front of house management, including supervising volunteer ushers, managing event set up, enforcing the seating policy for each event, providing excellent customer service to patrons and rental clients, and ensures a safe and clean environment for the best patron experience. If you have a passion for providing excellent customer service and for theatre arts, this position is for you!

The Essentials

- Equivalent to the completion of the 12th grade. ☑ 6 months work experience in front of house operations for an arts venue or similar employment in customer service.

Bonus Points

- Experience working directly as a House Manager for a performing arts venue.
- Experience supervising volunteers.
- Working knowledge of crowd management best practices.
- Experience working directly or indirectly with a box office.

What You'll Do

- Provide excellent customer service for the client and the patron.
- Direct and supervise a core of volunteers for each event to manage patron and venue safety.
- Provide a complete report of the event activity from start to finish.
- Assist in volunteer training of venue rules and safety procedures.

Are We a Match?

- You are self-motivated in your work style and passionate about the world of performing arts.
- You are detail-oriented with the ability to multi-task and prioritize assignments under pressure.
- You are a diligent worker with a positive attitude and willingness to learn.
- You are a professional and clear in communication when working in pressure environments.
- You are a team-player who is both focused and enthusiastic.

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<https://www.linkedin.com/company/cit-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.