

**Part-Time Associate House Manager  
Position Profile**

Laguna Playhouse, a nationally acclaimed, professional theatre based in Laguna Beach, CA, is seeking an Associate House Manager. Candidate must be highly motivated, efficient and organized to ensure a warm, welcoming, experience for our audiences. Must have excellent interpersonal skills with a goal towards promoting customer satisfaction. Ideal candidate will have experience managing a small Front of House Staff and be a creative, on-their-feet problem solver accustomed to working in a fast-paced environment.

**Position Responsibilities:**

- Assists House Manager to supervise front of house operations
- Areas of supervision include lobby, bar, patio, walkways, parking lot and green room
- Staff supervision includes bartenders, parking attendants, ticket takers and volunteer ushers
- Works closely with Box Office and Stage Management with regards to opening the theatre to audience members
- Works closely with Director of Education and President of Playhouse Parents during Youth Theatre productions
- Assists with audience problems & emergencies, following established emergency procedures
- Ensures patron restrooms are properly stocked and refreshed during shift
- Set up & remove tables for Opening Night registration and receptions
- Set up & remove tables for summer seating on the patio
- Assists with concession supply inventory and purchasing
- Assists with janitorial supply inventory and stocking

**To apply,** please submit a resume and cover letter to [SSierszyn@lagunaplayhouse.com](mailto:SSierszyn@lagunaplayhouse.com)

Moulton Theatre

LAGUNA PLAYHOUSE

606 Laguna Canyon Road

Laguna Beach, CA 92651

949.497.ARTS (2787)

lagunaplayhouse.com