University of Delaware, Roselle Center for the Arts

Title: House Manager

Status: Miscellaneous wage employee, nonexempt, part time, temporary, no benefits

Schedule: Evenings and weekends, typically 1 - 3 shifts per week, 4 - 15 hours per week

Salary: $12 p/hour

NATURE OF JOB:
Under the general supervision of the Event Coordinator, responsible for executing and coordinating performances and special events at the Roselle Center for the Arts and the Amy E. du Pont Music Building.

RESPONSIBILITIES:
- Provide excellent customer service for guests of and visitors to the Roselle Center for the Arts and the Amy E. du Pont Music Building.
- Ensure building and all venues are open for events and secure at close of day.
- Supervise ticket sales at performance events.
- Supervise student crew at events to ensure that all technical and staging needs of performers are met.
- Assist with training new stage and front-of-house crew
- Duties often include the frequent moving of equipment, chairs, stands, tables and musical instruments.
- Responsible for the safety of attendees and participants at all events. Seeks support when necessary.
- Create and post directional signage for events.
- Performs other related duties as assigned.

EDUCATION, EXPERIENCE AND ABILITIES:
Requires a minimum of a high school diploma or GED with a preference for some college and experience in managing people. Must be organized, mature and work well under pressure. Requires the ability to follow oral and written instructions and communicate and interact well with people of all ages and diverse backgrounds. Experience in theatre or music will be advantageous.

SPECIAL REQUIREMENTS:
Ability to lift and move, with or without assistance, equipment weighing up to 50 pounds.

To apply, please send your resume to John Alt, jalt@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.