



House Manager

Job Description: 2023/2024 Season

Below is the job description for the House Manager position for each of our three shows this season. Please send a letter of interest and a resume to info@rorschachtheatre.com

Responsibilities include:

- Attending all shows for the run the production
- Supervising front of house staff, including but not limited to the Box Office Manager, the Bar Manager, and occasional additional ushers or volunteers.
- Managing the movement and the seating of the audience. The location may be unconventional - two out of our three shows this season are in site specific locations.
- Keeping track of programs, concessions, and supplies and supervising their distribution.
- Coordinating the with the bar manager
- Working closely with the box office manager and the stage manager to develop a run of show plan and a late seating plan.
- Helping to develop and implement a safety plan for the audience, in case of an emergency.
- Light Housekeeping - taking out trash, replacing toilet paper, etc
- Completing a nightly House Report with information from Box Office Manager and Bar Manager included
- Other duties as required to facilitate the smooth running of the audience experience.

Dates / Location / Nightly Commitment:

NIGHT OF THE LIVING DEAD: October 27, 2023 - November 19, 2023

(Possible extension to December 3 - additional compensation if the show extends)

LOCATION: 1020 Connecticut Avenue NW

HUMAN MUSEUM: April 12, 2024 – May 5, 2024

LOCATION: Source Theatre, 1835 14th St NW

SLEEPING GIANT: June 28, 2024 - July 21, 2024

LOCATION: TBA

- 6:30-10:30 on Thursday, Friday and Saturday 8pm Shows
- 1:30-5:30 on Sunday 3pm Shows
- There is an occasional show on a different night (exceptions listed below)

Attending a dress rehearsal just before shows begin is suggested.

Compensation: \$1200 flat fee

COVID SAFETY: We require that all our staff be vaccinated.

At this time masks are optional for audience members, staff, and artists. We will continue to monitor and follow guidelines and recommendations from the Center for Disease Control (CDC) and DC Health (DCH). Our COVID-19 Safety Practices & Policies are continually being refined to ensure a safe, clean, comfortable experience for everyone, and practices and plans will be updated as circumstances and guidelines change.

* **ADDITIONAL DATES / SCHEDULE EXCEPTIONS:** *Night of the Living Dead* - Sun Oct 27, 8pm show instead of 3pm; Mon night performance @8pm on October 30; Tue night performance @8pm on October 31 / *Human Museum* - Sun April 14, 8pm show instead of 3pm; Mon night performance @8pm on April 15 / *Sleeping Giant* - Sun Jun 30, 8pm show instead of 3pm; Mon night performance @8pm on July 1