

HOUSE MANAGER

Theatre Tallahassee | Tallahassee, Florida

Part-Time / Per-Production

ABOUT US

Theatre Tallahassee has been Tallahassee's home for live theatre for 77 years. As one of the region's most respected community theatres, we produce a full season of mainstage productions and pride ourselves on creating exceptional experiences — onstage and off — for our audiences, artists, and volunteers.

POSITION OVERVIEW

The House Manager is the face of Theatre Tallahassee on performance nights. You are the first person our audiences see and the last one they thank on their way out. You ensure that every patron — from first-timers to longtime subscribers — feels welcomed, informed, and cared for from the moment they walk through our doors.

RESPONSIBILITIES

- Arrive prior to house open to coordinate with box office, stage management, and front-of-house volunteers
- Greet and assist patrons, answer questions, and resolve seating or ticketing issues with a calm, solutions-first approach
- Supervise and direct volunteer ushers; assign positions, provide briefings, and ensure consistent service
- Manage house open/hold/close communications with stage management
- Monitor lobby and auditorium for safety, accessibility needs, and patron comfort throughout the performance
- Handle late seating, accessibility accommodations, and any in-house emergencies per established protocols
- Assist with concessions and merchandise as needed
- Complete post-show reports and communicate any notable incidents to production leadership

QUALIFICATIONS

- Warm, professional demeanor with a genuine love of theatre and people
- Experience in customer service, hospitality, event coordination, or front-of-house operations preferred
- Ability to stay composed and make quick decisions under pressure
- Strong communication and volunteer management skills
- Comfortable on your feet for extended periods
- Availability for evening and weekend performances

COMPENSATION

\$15.00/hour

TO APPLY

Send a brief cover letter and resume to jobs@theatretallahassee.org with the subject line House Manager Application. We welcome applicants from all backgrounds — community theatre runs on people who care, and that's exactly who we're looking for.