



Position Title: On-Call House Manager
Reports To: Theater & Rentals Manager
Status: On-call, non-exempt

Position Description:

House Managers assist the Rentals Department with on-site coordination of events in the theater, museum galleries and carousel. Position is on-call for weekday, evening, and weekend shifts.

Principal Responsibilities:

- Serve as principal client and vendor contact during events
- Ensure safe usage of CCM facilities
- Supervise event staff including volunteers, technicians and janitorial
- Assist/monitor event load-in, set-up, tear down and load-out
- Manage and control groups ranging from 15 people to crowds of 500. Work effectively and efficiently under sometimes considerable stress.
- Enforce facility use policies, including safety, health, and fire code compliance and ADA accessibility.
- Manage front-of-house for theater events
- Prep CCM equipment for events (chairs, tables, signage, etc.)
- Monitor and coordinate loading dock usage during events
- Ensure that exhibit and building integrity are not compromised
- Interface with Yerba Buena Gardens management for security and engineering issues, as well as outdoor events
- Enforce capacity limits
- Direct guests and staff in the event of an emergency
- Fill out and file event reports
- Limited heavy lifting required of up to 25 pounds

Minimum Qualifications:

- Ability to interact positively with large and small crowds and people of all ages and backgrounds
- At least 6 months' experience as a house manager or on-site event coordinator
- Excellent communication, interpersonal and customer service skills
- Out-going, self-motivated and a creative problem-solver
- Must be flexible, proactive and able to work with little or no supervision

Knowledge, Skills and Abilities:

The ideal candidate will possess all of the above minimum qualifications, as well as the ability to bring creativity and flexibility to problem solving and a dedication to working in a non-profit, educational, arts environment for youth. In addition, we seek enthusiastic team players who are highly self-directed, forward thinking, and detail-oriented. Must have evening and weekend availability.

To Apply: Please send your resume and a brief statement about yourself and why you want to work at the Children's Creativity Museum to dgarrett@creativity.org with the subject line "House Manager Application".