



ASSISTANT HOUSE MANAGER Job Description

February 4, 2022

Position: Assistant House Manager (full time, seasonal contractor)

Reports to House Manager, Office Manager

Start Date: April 25, 2022

End Date: August 12, 2022

About Kentucky Shakespeare:

Grounded in the works of Shakespeare, our mission is to enrich communities through accessible, inclusive, professional theatre experiences that educate, inspire, and entertain diverse audiences. Our vision is to use Shakespeare's truths and the power of the arts to transform lives. Shakespeare belongs to everyone.

Kentucky Shakespeare serves communities through the Kentucky Shakespeare Festival in Central Park, education programs for schools, public performances, and community outreach programs. Currently in its 62nd season, the Kentucky Shakespeare Festival in Central Park is the longest-running free, non-ticketed Shakespeare festival in the United States. As the most comprehensive in-school arts education provider in the Commonwealth, Kentucky Shakespeare serves schools throughout the region with interactive educational programming directly tied to academic standards, helping impact student achievement. Our many community programs explore conflict resolution, empathy building, and communication, in a range of settings from preschools to senior centers.

Our summer performance space is the C. Douglas Ramey Amphitheater in Louisville's Central Park. We operate with a small staff of 9 people during the year, and in the summer bring in around 70 contract employees to staff the summer theatre festival and our summer camp offerings. We ask every team member to bring their clear-eyed full-hearted commitment to the artistic and community service pieces of our work.

Summary of Position:

The assistant house manager works with the house manager to greet patrons and oversee volunteers, interns, and audience members during performances of the Kentucky Shakespeare Festival season. In addition, they participate in preparing the park for summer audiences, including stocking the bar and the gift shop and scheduling preshow performances.

Matt Wallace, Producing Artistic Director
www.kyshakespeare.com



Knowledge, Skills, and Abilities:

- Well-developed verbal and written communication skills
- Excellent organizational skills
- Experience in public-facing positions
- Excellent interpersonal communication and teamwork skills
- Knowledge of and attention to current health and safety regulations around covid-19
- Ability to manage an irregular schedule including weekends and holidays
- Experience problem-solving and making thoughtful decisions in stressful situations
- Ability to work outdoors in rain and high temperatures

Minimum Qualifications:

- At least one year experience in a customer service or front of house position
- Basic knowledge of a standard professional production process

Preferred Qualifications:

- Computer proficient (Microsoft Office and/or IOS software, internet file sharing)
- Experience interacting with patrons in a theatre setting
- Experience supervising a team
- Experience working with security staff in an outdoor environment

Compensation:

Compensation will be commensurate with experience.

To Apply:

Applicants for this position should email resume and cover letter to:

Amy Attaway

Associate Artistic Director

amy@kyshakespeare.com

Kentucky Shakespeare is committed to recruiting and fostering a diverse community of staff and interns. Individuals from traditionally under-represented groups are encouraged to apply.

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