



Company One Theatre: Lobby Manager

Company One Theatre seeks candidates for the position of Lobby Manager for their production of DRY LAND, running October 2-30, 2015.

JOB RESPONSIBILITIES

- Attend each performance of DRY LAND (see calendar here: <https://companyone.org/event-calendar/>)
- Arrive 2 hours before show time to organize and prep lobby, as well as clean up during post performance
- Operate concessions and lobby bookstore during each performance
- Become TIPS certified (if not already) and serve alcoholic beverages pre/post show on Fridays & Saturdays
- Oversee setup/breakdown of audience surveys
- Maintain nightly paperwork
- Serve as the face of Company One during performances
- Participate in Load-In, as well as attendance at a dress rehearsal during tech week
- Attend orientation and training, at times to be determined between you and the Production Manager.

REQUIREMENTS

A love of theatre and previous experience in customer service, management and/or administration required. Experience in theatre a plus.

Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly urged to apply.

Pay is \$11/hr, 4 hour minimum per show

Learn more about us: www.companyone.org

HOW TO APPLY

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org.