

The Denver Center for the Performing Arts is accepting applications for the position of House Manager for the Conservatory Theatre and Bonfils Theater Complex.

The DCPA is the nation's largest not-for-profit theatre organization dedicated to creating unforgettable shared experiences through beloved Broadway musicals, world-class plays, educational programs and inspired events. The House Manager plays a vital role in ensuring a high quality theatrical performance for all patrons.

General responsibilities include:

- Responsible for ensuring a quality theatrical experience by providing a high level of customer service to patrons.
- Responsible for their theatre, managing the venue, managing and training the volunteers and responding effectively during an emergency following DCPA protocols.
- Responsible for being informed and knowledgeable about other DCPA events.
- Accountable for resolving any patron, noise or temperature issues during the performance that could impact the customer experience.
- Responsible for the oversight, cleanliness, and set up of all theatres prior and during performances.
- Collaborate and communicate with other departments to ensure a seamless experience for patrons
- Must enjoy working with students of all ages
- Area of Focus- Student Matinee performances of Snowy Day; Monday to Saturday; September to November 2017.

We think of theatre as a spark of life – a special occasion that's exciting, powerful and fun. Applicants should have a passion for the arts, a positive attitude, be a team player and exhibit professional work habits.

Requirements Include: Bachelor's degree preferred or work equivalent is acceptable. Previous experience managing a staff or volunteers of similar size required. Solid knowledge and experience in Microsoft office products including Outlook, Xcel and Word. Working knowledge of ticketing software and ticket scanning devices.

This is a part time, hourly, daytime and weekend, seasonal position.

Please email your resume and salary requirements to: hrdirector@dcpa.org by July. 17, 2017.

No Phone Calls Please.

The Denver Center for the Performing Arts is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from minorities and women. This position will remain open until a diverse pool of candidates is identified.