



Front of House/Administration - Professional Resident Theatre seeks a well-spoken, self-motivated, outgoing, and hard-working individual to oversee the Front of House for three stages – 14 productions annually, volunteer coordination, and general administration.

Duties include house managing productions; hiring, training, and supervising house managers; scheduling and training volunteer ushers/house managers; maintaining budget; setting and ensuring front of house protocols; and general administration including office manager responsibilities.

The ideal candidate will also possess the ability to diffuse challenging situations, lead an usher crew with kindness and authority, take pride in the facilities they work in, maintain strong communication with volunteers, ushers, and those supervised, and uphold accessibility equipment and practices such as narration scripts, hearing assist devices, large-size programs, etc.

Position to begin May 2024. Schedule includes weekend nights. \$700/wk.

Send Resume and References to: CJ Thomas, Director of Community Outreach,
PLAYHOUSE ON THE SQUARE, 66 South Cooper, Memphis, TN 38104.
cj@playhouseonthesquare.org