

FIELD ARTS & EVENTS HALL

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JOB DESCRIPTION

House Manager

THE POSITION

Field Arts & Events Hall (Field Hall) is seeking a dynamic and detail-oriented House Manager to join our Box Office team. The House Manager plays a crucial role in ensuring that all patrons have a comfortable, enjoyable, and safe experience during events. This part-time position requires flexibility, with an average of 15-30 hours per month, including nights, evenings, and weekends.

DUTIES & RESPONSIBILITIES

Event Operations Management:

- Oversee and manage lobby and Front of House operations during events.
- Assist both ushers & patrons with the use of Ludus, Field Hall's ticketing system.
- Know and execute the Emergency Response Plan during emergencies.
- Communicate with various staff members and departments for seamless event operations.
- Address and resolve any patron issues or concerns promptly and professionally.
- Coordinate and direct volunteer ushers and docents, providing them with necessary guidance and support during events.
- Create detailed reports to document event operations, including any incidents, volunteer performance, and overall event success.
- Maintain records of volunteer hours and attendance for future reference and reporting.
- Manage access to the building by locking and unlocking doors before and after events.
- Perform security sweeps and close down the building at the end of events.

QUALIFICATIONS

- Experience in performing arts preferred.
- Experience & training with crowd management preferred.
- AED/BLS Training preferred

Port Angeles Waterfront Center DBA Field Arts & Events Hall is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN: 81-3062077. Unless otherwise state, no benefit was bestowed upon this donor in exchange for this contribution, other than the joy of giving to a project dedicated to supporting the arts and bringing our community together.

FIELD ARTS & EVENTS HALL

- Exceptional leadership, problem-solving, and communication skills.
- Able to work well with a variety of personalities and maintain a positive attitude even in highly stressful, time sensitive situations.

COMPENSATION

\$18/hour

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people from any historically underrepresented group to apply including people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send a resume and cover letter to gjohnson@fieldhallevnts.org with the subject line House Manager. Any offer of employment is contingent on successful background check.

ABOUT FIELD ARTS & EVENTS HALL

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

Serve, strengthen, and showcase arts and culture in Port Angeles.
Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.

Celebrate what is unique about Port Angeles and enhance its reputation.

FIELD ARTS & EVENTS HALL

Be a core piece of Port Angeles' identity – a source of community pride.

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.