

## **Job Title: Part-Time House Manager**

### **Location:**

The Drama Room at University Heights Center  
5031 University Way NE Seattle, WA 98105.

**Compensation:** \$20/hour

### **Hours:**

Most Fridays and Saturdays from 6:30 PM to 11:30 PM. Opportunities for occasional Thursday and Sunday shows if interested.

### **Job Summary:**

Jet City Improv is seeking a dedicated and organized Part-Time House Manager to join our team. This is an ideal opportunity for theater and improv enthusiasts looking to supplement their income while being part of a vibrant community. As a House Manager, you will be responsible for ensuring the smooth operation of our shows, managing front-of-house activities, selling tickets and concessions, and creating a welcoming environment for our audience members. This role is crucial in supporting our growing schedule of performances and ensuring every show runs smoothly.

### **Key Responsibilities:**

- **Audience Management:** Welcome and assist audience members, ensuring a positive and friendly experience.
- **Box Office Duties:** Oversee ticket sales, handle cash and credit transactions, and manage will-call tickets.
- **Concessions Sales:** Manage the sale of concessions, including canned beverages, snacks, and other items.
- **Volunteer Coordination:** Work with volunteer ushers and other front-of-house staff, ensuring they are well-prepared and supported.
- **Safety and Compliance:** Ensure the safety and comfort of the audience, including adhering to all safety protocols and emergency procedures.
- **Post-Show Duties:** Oversee audience departure, assist with clean-up, and ensure the venue is left in good condition.

### **Qualifications:**

- Previous experience in a similar role is preferred but not required.
- Strong organizational skills and attention to detail.
- Excellent communication and customer service skills.
- Ability to manage multiple tasks and remain calm under pressure.
- A Washington MAST permit is required to sell canned alcohol (Jet City Improv will reimburse for time and cost to obtain the permit).
- A passion for theater and a commitment to creating a positive audience experience.

**Benefits:**

- Free improv classes offered to all House Managers.
- Consistent weekly shifts with the opportunity for additional hours during busy periods.
- Generous complimentary ticket policy.

**Additional Notes:**

- We are open to hiring a Friday House Manager and a Saturday House Manager separately or one person who can consistently do both. Please indicate your availability in your inquiry.

**Mission:**

To educate, enlighten, and entertain audiences through the art of improvisation.

**Vision:**

At Jet City Improv, we specialize in spontaneous joy, bringing laughter and light to the heart of the Pacific Northwest. As one of the oldest improv theaters in the region, we aim to be the soul, grace, and funny bone of improvisational comedy in the PNW. Our mission is to uplift the community by promoting powerful communication skills, heartfelt storytelling, and boosting individual and group morale.

**Values:**

- **Joyous Imagination:** Igniting the spark of creativity and boundless possibilities through improv.
- **Community and Access:** Fostering an inclusive and welcoming space for all to experience the magic of laughter.
- **Heartful and Graceful Play:** Infusing our performances with genuine emotions and a touch of elegance.
- **Transformative Connection and Success:** Creating meaningful connections and empowering personal growth through the art of improv.

**How to Apply:**

Please send your resume and a brief cover letter explaining your interest in the position to [reservations@jetcityimprov.org](mailto:reservations@jetcityimprov.org). In your inquiry, let us know if you're interested in working Fridays, Saturdays, or both. Applications will be reviewed on a rolling basis, with the goal of hiring in September to prepare for our upcoming busy season.

*Jet City Improv does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.*