

# Dodd Auditorium House Manager

**DEPARTMENT:** Dodd Auditorium

**TITLE:** Dodd Auditorium House Manager

**HOURS:** 6 – 7 hours per week average

**WAGE:** \$12.00 per hour – minimum wage

## JOB OUTLINE

Dodd Auditorium House Managers are the public face of Dodd Auditorium. They serve as the “Host” of Dodd Auditorium. They are responsible for the Front-of-House aspect of the auditorium. They make sure that the space is ready for our patrons; they greet the patrons as they come into the foyer, and they answer any questions the patrons may have concerning the event. They enforce the house rules and deal with any emergencies that arise. They are also all crossed trained to serve as a Dodd Auditorium Technician if needed. No Experience needed, all training is handled In-House.

## MINIMUM QUALIFICATIONS

- Must be a people person
- Interest in the Performing Arts
- Ability to work evenings and weekend
- Must be able to get along with a diverse group of people
- Interest in learning new tasks
- Ability to remain calm under pressure

## PREFERRED QUALIFICATIONS

- Customer Service Experience – Retail or Restaurant
- Performing Arts Experience
- Past House Manager experience

## SUPERVISORS:

Douglas E. Noble – Director of Dodd Auditorium

**WHERE TO APPLY:** Resumes should be emailed to Douglas Noble at [dnoble@umw.edu](mailto:dnoble@umw.edu)