

# Hayward Area Recreation and Park District Employment Opportunity

## Recreation Specialist II House Manager, Douglas Morrisson Theatre

Pay classification II; \$13.01 – \$16.60 per hour/Part-time



### THE POSITION

Under the general supervision of Theater Manager, the House Manager will oversee all front of house operations during day (matinee) and evening performances. The position requires strong customer service skills as well as the ability to problem solve and handle emergency situations.

### EXAMPLE OF DUTIES

- Prepare lobby for performances including setting up concession areas.
- Prepare and manage volunteer ushers for each performance.
- Open lobby for performances and lock-up at the end of the performance.
- Assist patrons with assisted listening devices.
- Monitor lobby during performances.
- Help ushers seat late patrons.
- Help close down concession areas after intermission.
- Prepare a House Manager Report for each performance.
- Guide patrons and employees during an emergency.
- Other duties as needed.

### MINIMUM QUALIFICATIONS

- At least 18+ years old.
- Ability to lift and carry up to 40lbs.
- Ability to calmly handle emergency situations and challenges that may arise.
- Ability to handle cash and perform basic accounting functions.
- Some experience with customer service a plus.

### KNOWLEDGE AND ABILITIES

- Ability to work independently with minimum supervision
- Knowledge of PC based computer programs (Word, Excel).
- Excellent customer service, verbal and organizational skills.
- Candidates with experience in sales, retail and hospitality are encouraged to apply.

### IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Submit applications in person or email [prim@haywardrec.org](mailto:prim@haywardrec.org)

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Ability to obtain First Aid/CPR/AED certification
- Proof of negative TB Test.
- Any offer of employment is conditional upon a satisfactory fingerprint clearance and background check (DOJ)
  
- Applications can be obtained:  
H.A.R.D. District Office  
1099 "E" Street, Hayward, CA  
94541- (510) 881-6700  
[HaywardRec.org/employment](http://HaywardRec.org/employment)

For more information, contact The Douglas Morrisson Theatre at (510) 881-6777

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