

Hiring for House manager position

The Community Center for the Performing Arts at WOW Hall is hiring an Interim House Manager. We are a non-profit, membership based, all-ages community center with a mixture of volunteer and paid staff. We are seeking to diversify our organization throughout, including what types of events we host and who we serve in the community. We are working to include more educational opportunities and a broader range of activities. We have a large, beautiful, hard rock maple “floating” dance floor where classes and showcase performances happen in our building, the Woodmen of the World (WOW) Hall. We are on the National Registry of Historic Places.

As House Manager, you will provide lead direction and guidance for all public activities at the W.O.W. Hall such as classes, community center activities, and performances. You will be the primary representative in relations with the artists, promoters, patrons, and outside security. You will ensure compliance with established policies, procedures, and services. We will count on you to ensure public safety by directing the crew and making crucial decisions when necessary.

Job Responsibilities

- * Primary managerial responsibility during public events
- * Coordinate and prepare for each event including developing procedures
- * Provide necessary training to staff and volunteers
- * Coordinate, supervise, and provide guidance to production management, concessions operations, and security
- * Work with volunteer coordinator in advance to staff events and then to supervise volunteers during events.
- * Maintain a safe environment and make good decisions quickly to handle problems and situations.
- * Respond to needs or concerns of volunteers, staff, artists, tour managers, and patrons
- * Regularly prepare reports to Board of directors and/or Executive director
- * Other duties as assigned

Qualifications

- * Desire to promote the CCPA and advance its mission
- * Experience in venue and/or production management
- * Attention to detail and accuracy
- * Strong problem solving skills
- * Conflict resolution and de-escalation skills
- * Excellent Customer service skills with a friendly and helpful attitude
- * Actively demonstrate CCPA core values of diversity by modeling inclusiveness and cultural competency
- * Ability to work and communicate well with staff, volunteers, BOD, director, patrons, and members
- * Experience and/or Knowledge of concessions and event security are beneficial
- * Ability to generate and present reports

****W.O.W. Hall embraces diversity. We encourage and welcome women, minority, veterans, and differently-abled candidates. All qualified applicants will receive consideration for employment without regard to age, disability, gender, gender identity, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran status, nationality, language, origin, or employment status.*

Hourly compensation will be \$16-\$18, commensurate with experience. Position is funded through 2021

Please send a letter of interest and resume to [applications\[at\]wowhall.org](mailto:applications@wowhall.org)