

Arlington School District No. 16  
Job Description

**JOB TITLE: House Manager – Performing Arts Center**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	Byrnes Performing Arts Center
<b>REPORTS TO:</b>	BPAC Coordinator
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** Responsible for front lobby, greenroom and dressing room areas. Byrnes Performing Arts Center positions are on-call positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Respond in a warm, professional and courteous manner
- Greet, with a supportive manner, all visitors, staff and students
- Be prompt
- Be reliable
- Dress appropriately
- Excellent communication skills with public and school personnel
- Complete training
- Know and follow district policies and procedures including emergency procedures
- Responsible for front lobby, green room area and dressing rooms activity
- Supervise and direct personnel employed or volunteering for the event
- Consults with users on all needs for the event i.e. show time, intermissions, equipment needs etc.
- Must have experience with Ticket Turtle Ticketing program
- Other duties may be assigned

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license

**LANGUAGE SKILLS:**

Ability to read and interpret documents, schedules and procedure manuals. Ability to write routine reports. Ability to speak or otherwise communicate effectively in the English language.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic mathematics

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Strong skill in communicating with the general public
- Skill in oral and written communications
- Ability to learn new skills and adapt to a variety of working situations
- Ability to communicate a positive image of the employer through attendance and actions
- Ability to maintain positive and effective relationships with students, district staff and a variety of others from diverse backgrounds

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand for long periods of time; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; and reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

June 2018