

6/23/2023

**House Manager, # 1211**

Luckman Fine Arts Complex

**Salary Range:** \$20.00 - \$25.00/hourly

**Work Schedule:** This is an on-call pool position; hours to be determined; Non-exempt position. This position is not eligible for benefits.

**Essential Functions:** Under general supervision of an assigned administrator, the House Manager is responsible for managing all front of house activities of the Luckman Theatre, Intimate Theatre and Luckman Gallery. Duties include but are not limited to the enforcement of all Luckman and campus rules and regulations, supervising the usher staff, locking and unlocking doors, patron customer service and the safeguarding of the audience. The incumbent will also supervise and assist with ticket taking, the pre-performance setup, audience seating, and auditorium cleaning all while servicing artist, university staff and faculty. Other duties as assigned.

**Requirements:** 3+ years of experience in arts presenting organization, plus experience managing on-call labor.

**Desired Qualifications:** 4+ years of experience in an arts environment.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on June 26, 2023, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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