Job Title: House Manager, Rialto Center

BCAT Code: 09NX54                                   Effective Date: April 1, 2007
Pay Grade: G13     FLSA Status: Exempt                Revision Date: July 1, 2013

General Description
Manages all aspects of the front-of-house services and activities for the Rialto Center for the Performing Arts, such as client relations, patron services and administrative managerial duties.

Examples of Duties
- Supervises lower level employees in the performance of maintenance, service, security and safety activities.
- Develops systems for recruiting, scheduling and training employees.
- Oversees the activities of vendors and concessionaires engaged in sales transactions at the theater.
- Ensures the appropriate opening and closing of the house before and after performances.
- Facilitates the storage and distribution of programs and other printed materials for the audience.
- Coordinates parking activities with volunteers, University and city police.
- Monitors utilities insufficiencies that may provide unsafe, hazardous and inconvenient challenges for patrons and clients.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of house management practices and procedures.
- Knowledge of budgetary, payroll and financial reconciliation practices and procedures.
- Knowledge of computer operation and software packages.
- Effective time management and organizational skills.
- Ability to train, supervise and motivate lower level employees.
- Ability to communicate effectively orally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.