

House Manager Summer 2024

Waterman's Community Center, a 501(c)(3) non-profit organization on North Haven Island is seeking an enthusiastic House Manager with strong leadership, organization, and communication skills and a passion for the arts! Technical theater skills are preferred, but not required.

General Tasks

- Work with Programs Director (PD) to schedule, plan and administer events and programs
- Check that all events are properly advertised and posted at WCC – hard copies & online
- Assist PD in working with presenters as needed to organize and prepare for events
- Work with PD to prepare & post Waterman's Week
- Make posters and additional advertising for events/programs as needed
- Work with Maddie Hallowell or Bill Trevaskis (technical support) as needed for events
- Work with PD to update social media – website – calendar – etc.
- See that photos are taken of all events & programs
- Acquire knowledge of lighting, sound, and other theater equipment if needed
- With PD, be a liaison between WCC and the public around programming, including occasionally introducing evening performers
- If tickets are needed, help manage sales with PD
- Demonstrate exemplary communication skills, respect for professional policy and protocol, empathy and kindness toward others, sensitivity toward confidentiality, and community mindedness
- General help – around programming – as needed to Operations Manager, Youth/Drama Director & Executive Director
- Be the one WCC host for some events if needed

Basic Expectations

- Strive to see that all WCC programs are safely implemented and of the highest quality possible
- Interest in performing and visual arts
- Practice exemplary time-management and organizational skills
- Be sensibly detail oriented, efficient, and versatile
- Practice good writing and communication skills
- Work well with employees, staff & interns, showing strong interpersonal skills
- Exhibit high energy and enthusiasm
- Be (or be willing to become) proficient in computer programs such as Word, Excel, InDesign, Canva, and various online social media platforms such as Constant Contact, Flickr, FaceBook, Instagram, and Brown Paper Tickets
- Collaboration with a variety of constituencies as needed

Approximate Hours: 25-30 hours/week, including evenings and weekends.

Approximate Schedule: June 21–August 27, 10 full weeks.

Pay is dependent on previous experience.

To apply, please fill out Waterman's standard application, in addition to submitting a resume and short statement of interest to programs@watermans.org