

House Manager

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Patron Experience and Volunteer Manager, the House Manager oversees operations for all public programming including managing volunteer ushers, ensuring public safety, and delivering exceptional customer service.

Responsibilities

- Ensure the safety of patrons and all Front-of-House personnel
- Communicate and coordinate with the box office staff and backstage production crew to ensure performances and events operate smoothly and in accordance with defined timelines
- Enforce policies as they relate to performing arts, galleries, education, fire safety, health and safety regulations, and building security
- Prepare summary reports of each performance or event for distribution to Arvada Center staff
- Control patron traffic and manage problems before, during and after each performance
- Oversee accessibility needs of patrons for each event or performance
- Ensure a clean and safe environment of all patron-facing areas
- Coordinate the activities of ushers and volunteers, ensuring that tickets are collected, patrons counted, programs distributed, and audience members are seated for every event
- Coordinate the safe and non-disruptive entrance of latecomers to the theater
- Be prepared for, keep records on, and inform leadership about any first aid emergencies, patron accidents or other similar occurrences
- Be familiar with fire regulations, safety regulations and alcoholic beverage control regulations to ensure that all FOH personnel and patrons are abiding by these regulations
- Facilitate evacuation of patrons in case of an emergency

Other reasonable duties as assigned

Skills and Competencies

- Ability to perform computer data entry functions in a timely and accurate manner
- Can maintain positive working relationships with other staff, customers and the general public
- Availability to work an on-site, flexible schedule that includes evenings, weekends, and some holidays
- Ability to handle objects up to 30 pounds and stand for long periods of time.
- Passionately supports, understands and can communicate the Arvada Center's mission
- Must possess the ability to relate to diverse communities, including: people of all ages, people with varying physical and cognitive abilities, and people from a variety of ethnic, cultural, educational, religious and political backgrounds
- Enthusiastically incorporates Inclusion, Diversity, Equity, Access into their work
- Willingness to be First Aid and CPR trained and certified

Compensation

This is a part-time, nonexempt position earning an hourly rate of \$17.50 - \$19.50 per hour, and is eligible for paid sick leave. This position holds a non-traditional work schedule that includes weekday, evening and weekend hours for approximately 12-25 hours per week.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

Applications accepted until August 22, 2025.