

JOB DESCRIPTION - HOUSE MANAGER

Job Title: Ridgway Chautauqua/Sherbino Creative Venues House Manager

Supervisor's Title: Executive Director, with assistance from the Assistant to the Director

Departments: Programs, Facilities

Status: Hourly, At-Will

Incumbent's Name(s): Derek Jones / Anna Quickle

Starting Wage Range: \$22/hour starting & up to \$25/hour with experience and proven success. \$25/hour at private rentals.

Position Overview:

The House Manager is a key onsite liaison for Sherbino Theater and 610 Courtyard operations, overseeing facilities, private rentals, bar service, and events. This role ensures smooth program execution, volunteer coordination, and fosters a welcoming environment for patrons, performers, and staff. Emphasizing relationship building and attention to detail, the House Manager aligns with Sherbino's non-profit mission, enhancing the patron experience while cultivating donor relationships.

Position Details:

- **Hours:** *Estimated Average* 16 hours/week, flexible based on programming and rentals.
 - *Hours could increase with increased rental services, which are largely based on candidates enthusiasm for building rentals.*
 - **"House" Locations:** Sherbino Theater, 610 Courtyard, 145 N. Cora and other associated spaces as needed.
 - **Office Location:** 610 Clinton, Ridgway
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Key Responsibilities:

Facility & Event Operations

- Prepare and maintain all venue spaces, ensuring cleanliness, safety, and alignment with branding standards.
- Set up and break down tables, chairs, furnishings, and equipment for events, workshops, and rentals.
- Oversee basic program lighting, sound, video, and other technical production needs, ensuring technical readiness at the start of programs.
- Monitor audience comfort during programs and adjust lighting, temperature, and seating as needed.
- Assist with set-up and take-down for associated programs across multiple locations.

Private Rentals Development

- Assist in reviewing and establishing private rental packages for 2025.
- Develop comprehensive content for marketing materials (print and online) to promote rentals.
- Collaborate on rental agreements and contracts with staff.

Team Collaboration

- Work closely with staff and volunteers, leading collaborative efforts to improve operations and guest experiences.
- Communicate effectively across departments to ensure alignment on goals and expectations.

Volunteer Coordination

- Recruit, train, and supervise event volunteers for door, bar, and basic technical operations.
- Ensure volunteers are knowledgeable about safety and operational protocols.

Bar & Box Office Management

- Oversee bar operations, including stock management, compliance with health and liquor regulations, and volunteer scheduling.
- Resolve ticketing issues, manage box office operations, and ensure adherence to safety standards.
- Track event statistics, including attendance and demographics, for reporting and grant purposes.

Safety & Emergency Preparedness

- Implement safety procedures and train staff and volunteers on emergency protocols.
- Monitor and mitigate hazards, including electrical and staging risks as well as audience capacities to ensure a safe environment.

General Contributions

- Maintain inventory of supplies and recommend purchases as needed.
- Participate in organizational goals, strategic planning, and quality assurance initiatives.
- Perform miscellaneous job-related duties as assigned.

Fundraising Events Participation

- Actively participate in and support key fundraising events, as all team members (board and staff) are expected to contribute to these important community-wide events.
 - Be present and available during major fundraising event weeks, which often involve additional opportunities for hours and take priority over regular Sherbino programs.
 - Assist with event preparation, execution, and follow-up, ensuring a high-quality experience for participants and patrons.
 - Recognize that these events play a vital role in enhancing life in Ridgway and advancing the organization's mission.
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Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills.
 - Ability to lead teams and collaborate effectively across multiple disciplines.
 - Knowledge of theater operations, including lighting, sound, and digital staging techniques.
 - Familiarity with safety procedures, food and alcohol service regulations, and inventory management.
 - Proficiency in using AV equipment, point-of-sale systems, and basic computer applications (word processing, spreadsheets).
 - Adaptability, problem-solving skills, and a commitment to continuous improvement.
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Physical & Working Conditions:

- Regular lifting (up to 50 pounds) and frequent bending, kneeling, and reaching.
- Work performed in tight spaces, under low light levels, and occasionally at moderate heights.
- Requires specific vision abilities (close, distance, color, depth perception, focus).
- Exposure to moderate to loud noise levels and occasional outdoor environments.
- Work involves standing or sitting for extended periods and frequent movement between tasks.

Personal Characteristics:

- Outgoing, positive, and enthusiastic about working with the public and performers.
- Holds themselves accountable to high personal standards of conduct and professionalism.
- Maintains a *sober* and professional demeanor while on duty at all Sherbino programs and events.
- Exhibits respect for individuals, including guests, vendors, and team members.
- Exercises good judgment and decision-making skills.
- Presents a neat, clean, and professional appearance while working.

Qualifications:

- Experience: Preferred background in arts, event management, or hospitality.
- Training: On-the-job training provided (1–6 months, depending on seasonal needs).
- Other Requirements: Must be willing to participate in a background check through the Colorado Bureau of Investigation.

Benefits:

- Flexible Scheduling: Accommodates personal commitments, especially during non-programming periods.
- Gallery Discount: Eligible for discounts on non-commissioned items at the 610 Arts Collective.
- Paid Time Off (PTO):
 - 1 week of PTO after 6 months of service, calculated based on average weekly hours worked.
 - An additional week of PTO (based on average weekly hours) after 12 months of service, with scheduling aligned to programming calendars.
- Complimentary Event Access: One free or discounted ticket per program for a guest to events or programs hosted by RC/Sherbino.
- Eligible for Bonuses: Annual bonuses may be awarded for exceptional performance and dedication.

To Apply:

Submit your resume and cover letter, detailing your relevant experience and enthusiasm for The Sherbino’s Mission to Ashley King, Executive Director: ashley@sherbino.org

Position will remain open until filled.

RECEIPT OF JOB DESCRIPTION SIGNATURES:			
Employee’s Supervisor	_____	Date	_____
Employee	_____	Date	_____
HR Review	_____	Date	_____