

THE LAGUNA PLAYHOUSE – Assistant House Manager



Reports to:	House Manager
Position Status:	Full time, Non-exempt
Position Hours:	As scheduled, per show
Compensation:	\$17.50/hour
Benefits:	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
Schedule:	Shift Work - Nights, weekends, some afternoons

About Us: Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks part-time Assistant House Manager for their mainstage shows. Reporting to the House Manager, the AHM will be responsible for stepping into the House Manager role when House Manager is unavailable. This role is both customer service and administrative, as they will be the primary person placing orders and stocking both bar and staff supplies.

About the Position: An integral part of the Front of House team, the AHM will enhance the patron experience. Working full time according to the performance schedule, AHM is responsible for ordering and stocking the bar, staff supplies, and coffee stations throughout the Playhouse. AHM will also work as a bartender. When House Manager is not available, AHM will supervise the Front of House operations, including working with box office and stage management, managing audience issues and emergencies, and supervising volunteer ushers.

About the Culture: The person most successful in this position will be a well-organized, self-motivated, detail oriented individual dedicated to helping take a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly! The Laguna Playhouse is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

Qualifications:

- Work well with the public and displays a positive attitude.
- Experience stocking and ordering for a high-volume bar or restaurant preferred.
- At least 21 years of age.
- Minimum of one year front-of-house experience in a high-volume bar or restaurant.
- Ability to work independently and complete assigned tasks within identified timeframes.
- Availability to work a flexible schedule including weekends and evenings.
- Dependability.
- Basic beer, wine and spirit knowledge.
- Work in a fast paced environment.
- Previous experience using computerized POS system preferred.

Responsibilities:

- Step in for House Manager when necessary, managing Front of House and patron services.
- Adheres to state, federal and corporate liquor regulations pertaining to serving alcoholic beverages to minors and intoxicated guests.
- Orders and stocks all beer, wine, spirits, paper products, straws and stirrers, condiments, glassware and ice.
- Greets guests in a courteous, friendly manner.
- Receives drink orders from patrons, mixes and serves alcohol and non-alcohol drinks for patrons following standard recipes and using company standardized proportions; serves wine and bottled beer.
- Checks guests at the bar for proper identification.
- Receives cash from guests, makes change, verifies validity of and records charges.
- Locks up and stores all beverage product, food, equipment items, deposits and cash drops; secures bank.
- Performs general cleaning tasks to adhere to health and safety standards; keeps work area clean and organized.
- Performs other duties as assigned.

Physical Requirements of the Position:

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Assistant House Manager

Cover letter must accompany resume submission

hr@lagunaplayhouse.com