Monday, July 1, 2013

Dance New Amsterdam seeking House Managers

Kirsten Schnittker, Front of House Manager

This application process is now closed. Thank you!

Dance New Amsterdam is seeking 2-3 House Managers for the upcoming DNA *PRESENTS* 2013-2014 Season. This is a management internship with compensation. Dance New Amsterdam's theater apprenticeship and internship programs are known for offering qualified candidates exceptional on the job training and experience. This House Management Internship offers a great deal of responsibility and job experience. Consequently it demands a significant commitment. House Managers will be expected to work approximately half of all performances in the DNA *PRESENTS* 2013-2014 Season.
House Managers report directly to Front of House Manager, and will also work with Production Programs Coordinator, as appropriate, gaining experience, knowledge and responsibility in the running of a theater's front of house. The House Manager is responsible for overseeing all Front of House activities before, during, and after each performance - under the supervision of the Front of House Manger. He or she efficiently controls the timeline of when and how a performance is carried out: opening and closing the house, staying informed about production specific instructions, communicating with the box office, managing a team of Ushers, maintaining a safe and orderly house, and interacting pleasantly with the audience while addressing any customer needs/concerns. The ideal candidate is reliable and alert; able to take control of a situation based on his or her own instincts; acts professionally and has a good demeanor with customers and volunteers. Previous House Managing experience is preferred but not required. See below for commitment and compensation for this Internship.

Commitment: Training: Some training sessions will be scheduled for September 2013

DNA *PRESENTS* 2013-2014 Season: October 2013-February 2014, May 2014-June 2014*

General Weekly Schedule/Performance Shifts* (there will be occasional exceptions to this schedule):
Thursday 6:00pm-10:00pm,
Friday 6:00pm-10:00pm,
Saturday 1:30pm-5:30pm, 6:00pm-10:00pm

**It is expected that each house manager work approximately half of all performances. It is possible this can manifest as working 2 out of 4 shifts each week or working all four shifts every other week of performance. TBD by selected candidates in coordination with FOH Manager.*

Compensation: 1 free class at DNA or 1 ticket to performance of DNA*PRESENTS* for each hour of work (i.e. approximately 4 classes or 4 tickets per shift).

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