

## **Embassy Theatre Foundation, Inc.**

### **Job Description**

**Job title:** House Services Coordinator  
**Reports to:** Front of House Manager  
**Classification:** Non-exempt full-time  
**Salary range:** Starting at \$18 per hour

**Essential functions:** This position is responsible for set-up of bars, concessions and hospitality for events and shows. Serves as back-up to the front of house manager.

#### **Duties and responsibilities:**

- Manages all tasks related to the set-up and clean-up of all bars and concessions.
- Assists front of house manager with management of inventory and product orders.
- Manages cash drawers for bars/concessions and assists with closing out, balancing and completing end of show and special events reports as needed.
- Assists front of house manager with coordinating stage show talent runners and merchandise sellers.
- Works and communicates with vendors and other staff to ensure backstage hospitality and dressing room areas are maintained to the highest standards.
- Ensures laundry is completed for backstage hospitality.
- Works stage shows and special events including bartending/house managing as needed.
- Works with the front of house team to provide creative ideas for bars and concessions sales.
- Able to lift up to 50 lbs.
- Assists with load-in and load-out tasks for hospitality.
- Performs other duties and responsibilities as assigned.
- Adheres to the core values of the Embassy Theatre Foundation, which include excellence, mindfulness of the past, boldness, accountability, customer satisfaction and vision.

**Skills requirements:** Requires attention to detail, organized and strong time management skills. Must be able to work with a team and independently. Excellent verbal and written communication skills. Adaptable with the ability to execute and prioritize multiple tasks.

**Education and/or experience:** Must be at least 21 years of age with at least two years bartending experience and valid liquor license. High school diploma or GED. Knows and follows proper food and beverage handling best practices.

**Hours:** Full time based on 35 hours per week, with schedule based on show calendar for a Tuesday through Saturday work week. Evening and weekend hours required.

**Compensation:** Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holidays and sick days.

The Embassy Theatre is an Equal Opportunity Employer.