



HOUSE & COMPANY MANAGEMENT ASSOCIATE

GableStage is seeking a House & Company Management Associate that will support the Director of Production & Operations with all Front of House and Company Management needs. This is a seasonal part time position with varying working hours that are dependent on the company's season calendar.

Contract starts September 1st, 2026

Overall Responsibilities

House Management:

- Manage the front of house for all performances throughout the season to ensure smooth operations.
- Oversee the safety, well-being, and overall experience of patrons before, during, and after performances.
- Complete pre and post performance preparations including playbill assembly, outside and concessions set up, volunteer management, etc.
- Maintain concession inventory and restock as needed.
- Upkeep stock of all printed materials (playbills, inserts, signage, seat cards, audience enrichment packets etc.) needed for performances.
- Maintain well organized and clean front of house storage spaces.
- Perform clean up after performances including the house and outdoor areas.
- Prepare the weekly concession deposit for the Box Office during performances.
- Lead GableStage's Volunteer Program and conduct outreach to recruit new volunteers.

Company Management:

- With the DPO, jointly handle all company management related matters including efficiently addressing and fixing any issues as they arise.
- Assist the DPO with google calendar and google drive management for travel and housing details.
- Greet all out of town artists, provide company car/s (as needed), and accompany artists to their designated housing accommodations.
- Oversee the preparation of our donor's cottage for guests.
- Prepare and maintain company car/s including washing, detailing (as needed), maintenance, and refueling.

General:

- Read all season scripts and attend dress rehearsals of each production
- Comply with dress code for performances
- Attend company events as needed
- Weekly meetings with DPO

Qualifications

Skills:

- Highly organized, self-motivated, and detail-oriented
- Able to work efficiently and calmly in a fast paced environment
- Strong written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel), Google Workspace, and Canva
- Strong problem-solving abilities and a proactive mindset
- A team player, willing to help in any tasks needed
- Enjoy speaking with and helping the general public

Experience:

- Previous employment in a theater is preferred for 2+ years.
- Previous customer service or box office experience preferred
- Associate's Degree or higher preferred

Interested candidates should email a cover letter and resume to Katie Ellison, Director of Production & Operations, at kellison@gablestage.org . No phone calls, please.