



Quantum Theatre

**Quantum Theatre**  
212 45th Street  
Pittsburgh, PA, 15201

*Karla Boos, Artistic Director*  
*Julie DeSeyn, Executive Director*

### **Assistant House Manager for 2024-2025 Season**

Quantum Theatre is in search of an Assistant House Manager for their 2024-2025 Season. This position is considered part-time seasonal and is classified as non-exempt according to Fair Labor Standards Act (FLSA) regulations.

You will be paid a rate of \$15/hour for all pre-and post show set-up for all performances. Ideally, this position will go to someone who will be scheduled for all three productions, but anyone who is available for specific shows should apply as well. See below for show schedule and further details.

#### 2024-2025 Show Schedule:

A Moon for the Misbegotten at Longue Vue Club

- Training Day: Jul 28, 2024
- Performances: 7/30/24 to 8/24/24, performances are Monday - Wednesday and Friday - Sundays 6pm start time, 8pm show, run time is approx 2 hours with an intermission. (Approx 5 hour call each performance)

The Cabinet of Doctor Caligari at Union Trust Building

- Training Day: Oct 27, 2024
- Performances: 10/30/24 to 11/24/24. Performance schedule is Wednesdays - Saturdays at 8pm, Sundays at 2pm. Special Matinee on 11/20. Approximate Start Time 6pm

The Return of Benjamin Lay at the Carnegie Braddock Library

- Training Day: January 26, 2024
- Performances: Performance schedule is Wednesdays - Saturdays at 8pm, Sundays at 2pm. Special Matinees on Saturday 2/8 at 2pm and on 2/19 at 10am. Approximate Start Time 6pm

The Assistant House Manager will work with the House Manager to oversee front of house operations for night of performance, including:

- Managing the box-office and check-in system.
- Welcoming the public to the theatre.
- Seating patrons, and addressing patrons questions and needs.
- Managing and leading volunteers.
- Coordinating distribution of program books.
- Overseeing the safety and well-being of audience members before, during, and immediately after the show, ensuring patrons are able to safely exit.
- Creating a lasting positive impression of authentic hospitality to all patrons.
- Warmly inviting audiences to attend again and invite their friends.
- Communicating with the Stage Manager and/or Technical Staff to coordinate closing the house.

#### **Board of Directors**

Erica Snyder, *President*

Robert Cunningham | Josiah Gilliam | Scott M. Hare | Stephany Hartstirn | Anna Hollis | Carole King | Patrice Matamoros  
Kenneth McCrory | Katie O'Malley | Shelly R. Pagac | Beatriz de A. Rocha MD, PhD | Luke Sizemore | Susan Smerd | Susan Speicher Breanna Tyson |  
Larry Walsh | Wade Wilson

**www.QuantumTheatre.com**

## Skills and Experience

- Positive, “Can-Do” approach
- Detail oriented, highly organized, and able to balance multiple tasks and deadlines.
- Able to identify and proactively solve issues regarding house management and patron experience and follow-through with organized, concise, and timely communications and actions that uphold the professionalism of Quantum Theatre.
- Experience with House Managing or running box office is preferred but not mandatory.
- Current driver’s license and/or access to reliable transportation.

**Please submit cover letter and resume to:** Julie DeSeyn applications@quantumtheatre.com by June 10, 2024.

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