

HOUSE/CONCESSIONS MANAGEMENT ASSISTANT

About Dorset Theatre Festival:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience through entry-level assistant positions. Assistants are crucial parts of each department, learning from and working with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all assistants to participate in changeovers between productions.

About the Position:

Dorset Theatre Festival seeks a House/Concessions Management Assistant for its 2024 summer season. Employment dates run May 28th through about September 12th.

Under the supervision of the House Manager, the House/Concessions Management Assistant aids in front-of-house operations, including managing café operations and sales. Alongside the House Manager, the House/Concessions Management Assistant supervises a roster of volunteers, assuring professionalism in Front of House operations for all events at the Dorset Playhouse.

The House/Concessions Management Assistant assists with seating, wayfinding, guest entry and egress, ticket taking, program and marketing material distribution, answering guest questions, recruiting and training ushers, and enforcing house policies during performances.

The House/Concessions Management Assistant also works with cafe vendors to coordinate pick-up and drop-off of goods. During intermission, this position is responsible for cafe food, beverage (spirits, beer, wine, and non-alcoholic refreshments) sales and maintaining a pleasant experience for visitors.

Two years of college (or relevant work experience) required. Customer service experience, a professional and pleasant demeanor, and basic math skills required. TIPS certification preferred, though training will be provided (must be at least 18 years old). First Aid, AED, and CPR certification desirable. Valid driver's license required.

Compensation and Perks:

\$400 per week; shared-occupancy rooming provided.

To Apply:

Email resume, cover letter, and professional references to jobs@dorsetheatrefestival.org with your name and position in the subject line.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.