

## TOJ Venue Manager

**Reports To:** TOJ Operations Manager

**Pay Grade:** \$20/hr starting rate; raise-eligible after probationary period

**Work Schedule:** Part-time, flexible, primarily evening hours. Estimated 8-12 hours per week, depending on programming.

Theatre Off Jackson (TOJ) is looking for part-time Venue Managers to be part of our Front of House team. The theatre is a hosting venue for various producers throughout the year.

TOJ was founded as an organization that values and reflects the diversity of our community. We are committed to equal employment opportunities regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law.

For more information, please contact [tim@theatreoffjackson.org](mailto:tim@theatreoffjackson.org). To apply, please include a resume and brief introduction.

### Scope of Work:

- Part-time work during performances, primarily during evening hours; average shift is 4-5 hours (4 hr minimum)
- Manage Front of House operations during performances
- Interface with event producers, TOJ staff, and FOH staff
- Note: TOJ offers paid training shifts to ensure all staff are comfortable working in the space.

### General Duties

- Act as point of contact for TOJ during public performances and events
- Open venue on performance nights, making sure all public areas are clean, orderly, and free of hazards
- Adhere to performance schedule timelines
- Communicate with stage management and box office during pre-show, performance, and post-show period as needed to ensure a seamless event
- Support Box Office staff with general questions regarding accessibility, and support patron access to venue, as needed
- General upkeep of bar area and lobby space, maintaining cleanliness (Note: TOJ has regular custodial service between performances)
- Close venue at end of night, including doing final check to make sure space is clean, orderly, and free of hazards
- Maintain regular contact with Operations Manager and Executive Director regarding logistics as needed, before and during events
- Attend regular monthly paid staff meetings

**Requirements:****Minimum Qualifications**

- Good communication skills
- Cultural competency with diverse artists & audiences
- Valid MAST permit, or ability to attain one (TOJ can arrange training)

**Preferred Qualifications**

- Experience working in professional presenting organization, not-for-profit, or arts environment
- Familiarity with Square Point of Sale
- Desire to be member and representative of a long-standing arts organization

**To Apply:**

Email a resume and brief introduction to [tim@theatreoffjackson.org](mailto:tim@theatreoffjackson.org).