



**House Manager**  
**South Orange Performing Arts Center (SOPAC)**  
South Orange, NJ

SOPAC (South Orange Performing Arts Center) is a multidisciplinary arts center that presents innovative artistic and educational cultural experiences through music, theater, dance, comedy, and family performances. SOPAC is located in downtown South Orange next to the NJ Transit train station, and includes a 439 seat-live theater, 5 movie theaters and a community space/dance studio for diverse events. For more information about the venue, please visit [SOPACnow.org](http://SOPACnow.org)

SOPAC is seeking a part-time House Manager to oversee front of house operations (ticket taking, ushering, concessions, etc) and customer relations. Working within the Patron & Ticket Services Department, the House Manager establishes a welcoming experience for all SOPAC patrons. The House Manager is responsible for overseeing ushers at facility activities, patron safety and Americans with Disabilities Act (ADA) compliance.

**Essential Duties and Responsibilities:**

- Supervise all front of house operations including ushers, ticket takers and program distribution for all ticketed performances in all venues. Oversees ticket collection and accounting, patron services, seating and front of house emergencies.
- Manage ushers, including training and scheduling.
- Assure preparation and use of all public spaces for access, including the staffing of bar/merchandise service, security, housekeeping, and events support.
- Manage concession sales, including stocking and hiring of bartender(s) for SOPAC events.
- Maintains all rules and regulations – especially those related to audience safety and compliance with Americans with Disabilities Act (ADA).
- Acts as public safety officer for performance and other events, supervising and coordinating Head Ushers and Security.
- Assists the operations manager in all aspects of event planning and execution
- Assists in the setup for all events as required

**Qualifications:**

- Bachelors Degree Required
- Five (5) years experience with increasing responsibility in theatrical FOH operations, preferable in a multi-venue environment.

- Excellent customer service and superior patron relations skills.
- Must maintain a professional appearance and style at all times.
- Ability to multi-task and problem-solve in a fast-paced work environment
- Strong team building and management skills
- Required evening and weekend availability on a regular basis.
- Excellent written and verbal communication skills.
- Proficient in current rules governed by the Americans with Disabilities Act (ADA) as they pertain to audience's access seating and service.
- Must be eligible to receive NYC Fire Drill license

**Reports To:**

Patron & Ticket Services Manager

**Please Mail Resume & Cover Letter To:**

House Manager Search

South Orange Performing Arts Center

One SOPAC Way

South Orange, NJ 07079

To apply, please send resume and cover letter to [info@sopacnow.org](mailto:info@sopacnow.org), fax to 973-275-0688, or mail to House Manager Search, South Orange Performing Arts Center, One SOPAC Way, South Orange, NJ 07079. No phone calls please.