



Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
kelly-strayhorn.org

Offices + The Alloy Studios
5530 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.3416

A yellow horizontal banner with a pink graphic of three overlapping arrows pointing to the right on the left side. The text 'JOB POSTING' is in large, bold, blue, sans-serif font, and 'SEPTEMBER 10, 2013' is in a smaller, pink, sans-serif font to its right.

JOB POSTING SEPTEMBER 10, 2013

Front of House Staff

CONTACT

David Warga
david@kelly-strayhorn.org

- As needed basis
- Department: Production
- Supervisor: Event Coordinator

Description

The Kelly Strayhorn Theater seeks enthusiastic Front of House staff to assist with providing a top quality experience to all our theater patrons and supporters. Front of House staff assist the House Manager and Event Coordinator with various lobby duties including but not limited to concessions, tickets, promotional material, hospitality services, and facility maintenance. Occasional special event and cultivation events may also be included.

Qualifications

- Personable, friendly, and comfortable working with patrons and guests
- Cash handling experience with fastidious attention to detail and security
- Professional demeanor
- Ability to demonstrate skill in handling concerns and resolve problems
- Must have reliable transportation
- Excellent verbal and written communication skills
- Ability to work with volunteers and provide guidance
- Interest or background in the performing arts a plus
- Customer service experience necessary
- Evening and weekend availability a must

Salary will be commensurate with experience.

Please send resume and cover letter to:

David Warga via david@kelly-strayhorn.org

No phone calls please. Training will be provided.