



Example of House Manager Job Description

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Our company is growing rapidly and is looking for a house manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for house manager

- Meet with Stage Manager, Box Office Manager, and ushers to discuss specific event details/requirements
- Assist with merchandise sales set-up as needed
- Monitor the work of ushers/ticket takes
- Answer inquiries of patrons and Floor Managers
- Assist with inventory and cash settlement of merchandise sold at events and/or gift shop
- May work other venues
- Supervises support staff to ensure smooth day-to-day operation of Cowles House including housekeeper, student employees and cook
- Consults with Campus Parks & Planning on the continuous improvements of the Cowles House grounds and exterior maintenance
- Acts as a liaison to Physical Plant Engineering Services and staff architects on Cowles House construction projects, , deck enclosure project - this includes design work, alterations to existing structure - electrical, plumbing and heating needs, budget and production costs
- Acts as a liaison to major donors and distinguished guests to Cowles House

Qualifications for house manager

- A minimum three (3) years of supervisory experience in the timeshare or vacation ownership field

- Proficient in reading and understanding annual budgets and Atlas statistical reporting
- Ability to carry out responsibilities in accordance with organizational policies and applicable laws
- Proficient in producing written narratives updating management on any aspect of job-related issues and/or concerns