



# Example of House Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a house manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for house manager

- Management of the Annenberg Center front of house operations including ushering, handicapped access & services, concessions & merchandizing, patron amenities, parking, and pre/post-show Insights event contextualization programming
- Maintaining close contact with the Box Office for communication relative to patrons with special needs and to VIPs
- Maintaining close contact with the Operations Department for communication with regard to curtain times
- Or email resumes by clicking Apply Now below
- May open and close the facility
- Supervise the team in providing best-in-class service on a daily basis
- Coach and develop the team and drive Associate engagement
- Uphold operating procedures and service and safety standards, especially Guest Satisfaction
- Ensure all Guest areas are staffed and functioning efficiently
- Delegate tasks

## Qualifications for house manager

- A minimum two (2) years of supervisory experience in the vacation ownership or timeshare field required
- Ability to understand, interpret and create spreadsheets and budgets
- Ability to make decisions based on multiple variables

- Must possess an entrepreneurial spirit, be self-motivated, and enthusiastic about business