



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Seasonal House Manager

We're looking for a House Manager and we hope that person is you!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

Reporting to the Front of House Manager, the House Manager is responsible for leading the front-of-house team during shows and ensuring that every patron feels safe and welcome at our three venues.

We seek a manager who can reinforce and cultivate this communal feeling with our patrons to enrich our patron experience with great customer service, and act as the face of the company at our venues.

The successful candidate must be charismatic, considerate, and flexible, someone who can deal with spur-of-the-moment challenges and customer service issues in a calm and decisive manner.

This is a part-time position with a shift pattern that matches our show schedule. Regular show days include Tuesday through Saturday evenings, matinées on Wednesdays, Saturdays and Sundays, with the possibility of rentals during the morning, afternoon or evening.

DUTIES AND RESPONSIBILITIES

- Responsible for leading the Front of House team during the show.
- Responsible for the delivery of the pre-show information to the house.
- Email post-show reports to the management team.
- Maintain efficient communication between front-of-house and back-of-house teams.
- Resolve customer service issues that may arise.
- Create a friendly, seamless, and safe environment for patrons.

SKILLS AND COMPETENCIES

- Must be flexible and able to adapt to change.
- Strong leadership skills
- Excellent communication skills, both written and verbal.
- Must also be comfortable and confident with public speaking.
- Proficient in the use of various Microsoft Office applications and Google Drive.

QUALIFICATIONS

- Demonstrated experience in a customer facing supervisory or managerial role in an arts, hospitality, or live events environment.
- Experience in supervising a unionized environment is an asset.
- Theatre schedule availability is a must.

- A knowledge and love of theatre is an asset.

ADDITIONAL DETAILS

Work period: October 2025 – Jan. 4th, 2026

Salary: \$24.75 per hour.

Employment Type: Part Time*

*House Managers must provide availability for at **least three shifts per week.**

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com, with the subject: Seasonal House Manager – Arts Club Theatre Company – Your Name.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: September 19, 2025

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".