

**THE PUPPET CO.
GLEN ECHO PARK
7300 MACARTHUR BLVD.
GLEN ECHO, MD 20812**

POSITION: **House Manager** Annual Part-time, approximately 25 h/week
Small Professional Nonprofit Children's Theater

HOURS: Minimum hours required:
Wed: 8:45am – 11:30pm
Thurs and Fri: 9:45 am to 12:30pm
Sat and Sun: 8:45am to 3:00pm
(Additional hours and days in December – Not negotiable)
(Some show titles will have slightly different hours)

LOCATION: The Puppet Co. Playhouse in Glen Echo Park, MD 20812

REQUIREMENTS: Candidate must have strong customer service skills, experience working with children, and a love for the theater. Must be able to stay on feet for several hours at a time. *Intermediate Spanish is a plus.* Must be at least 18 years of age, with a minimum of high school diploma or GED.

DRESS: Neat, clean, and casual professional. Some performances will require that a costume be worn. All costumes provided by the Puppet Co.

DESCRIPTION: This position has a variety of duties necessary to helping the theater work as a unit. The HM will be in charge of greeting customers, making announcements, and orchestrating seating in the free style theater. Looking after the safety and comfort of audience during performances. The HM will also be responsible for the preparation of the theater before, between, and after shows. Party-Room management and upkeep. Other duties as assigned.

Pay: \$16 per hour

Email Resume to: m.piper@thepuppetco.org

Please make the subject line: **RESUME House Manager, Part-time**