Position Summary:
The Stroum Jewish Community Center’s seeks House Manager Staff Members to be a part of the team of two-week film festival. House Managers will experience a variety of tasks and responsibilities to support the Seattle Jewish Film Festival, a program of the Stroum Jewish Film Festival.

Essential Duties and Responsibilities:
- Extend excellent service to internal and external customers
- Act as a liaison between venue staff and SJCC staff
- Serve as the primary on-site contact for venue staff and volunteers
- Greet, orient, and support venue staff and volunteers
- Manage venue staff and volunteer staff
- Assign venue volunteer positions
- Ensure volunteer sign-in sheets are completed and vouchers are distributed
- Support front of house venue coordination
- Facilitate smooth seating, clearing and cleaning of houses
- Ensure a positive experience for all participants
- Other duties as assigned

Supervisory Responsibilities:
This positions will lead a diverse and rotating team of volunteers, 2-8 at a time.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.

Education/Experience: Ability to give and take directions, ability to delegate, and make sound decisions. Must be comfortable and experienced with conflict resolution and have the ability to deescalate/defuse tense situations. Customer service experience a plus. Demonstrated ability to respond well to changing needs and to balance competing priorities.

Computer Skills: Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint is required.

Certificates and Licenses: No specific certificates or licenses required.

Language Skills: Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Strong interpersonal and communications skills – clear, constructive communication style. Must possess positive attitude and a service-oriented demeanor.

Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands and Work Environment:
The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee will stand for extended period of time and must be able to lift up to 20 lbs.

Environmental Conditions: The work is typically performed in a theater environment, with a moderate to loud noise level. Outdoor environmental conditions may include slippery surfaces, and crowded areas.