Events Coordinator/Assistant House Manager

**POSITION SUMMARY**

**Salary:** $35,000 - $40,000 annual with benefits  
**Location:** Hartford, CT (in person)  
**Supervisory role:** No  
**Department:** Marketing & Development  
**Reports to:** Marketing director and Development services director  
**Status:** Full-time, non-exempt (40 hours/week)  
**Benefits:** Yes

**Who we are**

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s *stage*.

**Who we’re looking for**

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

**The position we’re filling**

As the *Events Coordinator/Assistant House Manager* you will be key in the public experience at Hartford Stage. From managing concessions inventory and assisting with organizational events, to preparing the theater for guests and making sure the show starts on time, you will have many balls in the air. You are an incredible multitasker and an experienced communicator. You’re someone who sees the big picture and enjoys getting into the nitty gritty details. You’ll be part of an ambitious and collaborative team, delivering on our vision for the front-of-house experience for each production.

**What you’ll be doing**

- Interfacing with the public before, during and after performances  
- Managing concession inventory for the organization  
- Coordinating event needs; logistics and running of on-site events  
- Managing linen inventory and laundering  
- Supporting the development services director with the annual gala and golf events  
- Coordinating catering and rental needs for onsite events  
- Scheduling bartenders and staffing needed for onsite events  
- Partnering with other departments and/or events
• House Managing select performances, including but not limited to ensuring that the theatre is in a show-ready state, using excellent customer service skills to manage any seating/ticketing problems, and ensuring prompt start and intermission times for each performance

**What you bring**

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Time management, prioritization, and self-discipline
• Verbal and written communication and interpersonal skills
• Working independently and flexibly under pressure
• Creative problem-solving
• Microsoft Office Suite
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

• Event experience
• An interest in/or knowledge of Hartford area vendors
• CPR and first aid training
• Multilingual

**What we bring**

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

**A place where everyone belongs**

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.