

House Manager

University of California, Los Angeles
March, 1973

Class Specifications - D.25
House Manager II - 6282
House Manager I - 6283
Assistant House Manager - 6284

SERIES CONCEPT

Under direction, the House Manager directs, coordinates, and assigns the entire house staff for a public event or performance in an auditorium, theater, stadium, coliseum, or outside assembly; and performs other related duties as required.

Incumbents coordinate all activities with the backstage operation and ticket office; assign and supervise the work of the house staff; resolve problems such as complaints regarding heating or ventilation, seat location, the seating of infirmed or incapacitated persons, and special reservations for the press, private parties, or special guests; provide training to employees of the house staff; prepare reports including payroll, stub count, and significant comments; and may be responsible for compliance with safety, fire, and University regulations.

Positions in this series are distinguished from Auditorium Managers in that they have only intermittent, individual, "per event" responsibilities as contrasted to continual, over-all departmental responsibilities.

CLASS CONCEPTS

House Manager II

Incumbents have complete charge of the entire house staff for an event or performance which requires a very large facility such as a major auditorium including the balcony, or an activities center including the arena floor. The size of the crowd and facility, and complexities of the performance, require the House Manager to direct and coordinate the work of the house staff through several subordinate supervisors of physically separated units.

House Manager I

Incumbents have complete charge of the entire house staff for an event or performance in an auditorium, theater, stadium, coliseum, or outside assembly.

Assistant House Manager

Under the direction of the House Manager, incumbents are responsible for the total operations of a remote but associated area for an event or performance requiring a large facility. Typically at this level, incumbents assign and direct the work of the staff for the balcony in a large auditorium, or for a large section of a stadium or coliseum.

March, 1973

House Manager

MINIMUM QUALIFICATIONS

House Manager II

Graduation from high school and three years of related experience; or an equivalent combination of education and experience.

House Manager I

Graduation from high school and two years of related experience; or an equivalent combination of education and experience.

Assistant House Manager

Graduation from high school and one year of related experience; or an equivalent combination of education and experience.