



## **Job Specification**

**Job Title: House Manager, Rialto Center**  
**BCAT Code: 455X AP**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Ensures the physical appearance and safety of the Rialto Center through the supervision of maintenance, security and service activities.

### **Examples of Duties**

- Supervises lower level employees in performance of maintenance, service, security and safety activities.
- Develops systems for recruiting, scheduling and training employees.
- Oversees the activities of vendors and concessionaires engaged in sales transactions at the theater.
- Ensures appropriate opening and closing of the house before and after performances.
- Facilitates storage and distribution of programs and other printed materials to the audience.
- Coordinates parking activities with volunteers, university and city police.
- Monitors utilities insufficiencies that may provide unsafe, hazardous and inconvenient challenges for patrons and clients.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of house management practices and procedures.
- Knowledge of budgetary, payroll and financial reconciliation practices and procedures.
- Knowledge of computer operation and software packages.
- Effective time management and organizational skills.
- Ability to train, supervise and motivate lower level employees.
- Ability to communicate effectively orally and in writing.

### **Minimum GSU Hiring Standards**

Bachelor's degree and two years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*