

**Help Wanted:
House Manager for Concerts (Part-Time)**

As a landmark 'cathedral' church, First United Methodist Church of Palo Alto offers an incredible venue for choral and instrumental performances.

The House Manager at our church works with performance groups during rehearsals and performances to make sure that the groups' needs are met, and that our building is ready for them.

You will communicate closely with the Administration & Facilities Manager to keep updated on the Concert Calendar. When on site, you will work with the Concert Custodian and performance group staff to help with set-up, to keep the facilities secure, and to enforce the terms of their contract. The work schedule is largely seasonal with busy periods in the spring and late fall; most work will take place evenings and weekends.

The ideal person will have these qualifications:

- Excellent communication skills.
- Ability to work independently.
- Outgoing, friendly, quick-thinking.
- Able to stand for long periods of time.
- Able to lift a minimum of 35 pounds.
- Able to reconcile patron concerns in a friendly, professional manner.
- This job is active!

This part-time position does not offer benefits other than listening to beautiful music in a beautiful place. Must be over 18 years of age. Former and current 'theater kids' encouraged to apply.

Pay is \$40 per hour. Please send your resume and a cover letter to info@firstpaloalto.com. We are eager to hear from you.