

Summer 2009

A FUNNY THING HAPPENED ON THE WAY TO THE FORUM

June 11th—27th, 2009

Opening Night: Friday, June 12th

Book by

BURT SHEVELOVE and LARRY GELBART

Music and Lyrics by

STEPHEN SONDHEIM

Directed by Terri Kent

The *Odd* Couple

July 2nd—18th, 2009

Opening Night: Friday, July 3rd

By Neil Simon

Directed by Rohn Thomas

★ Annie Get Your Gun

July 23rd—August 9th, 2009

Opening Night: Friday, July 24th

Irving Berlin's

ANNIE GET YOUR GUN

Music and Lyrics by IRVING BERLIN

Original Book by HERBERT AND DOROTHY FIELDS

As Revised by PETER STONE

Directed by Terri Kent

To apply please mail or email:

- A cover letter describing position/s in which you are interested
- Resume with references

BY March 2, 2009

Mailing Address:

Porthouse Theatre

Rebecca Gates, Managing Director

Music & Speech Center

PO Box 5190

Kent, OH 44242-0001

Email: porthouse@kent.edu

Phone: 330-672-3884

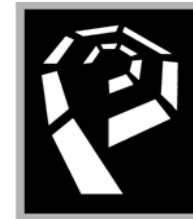
Fax: 330-672-2889

Porthouse Theatre is located next to the Cuyahoga Valley National Park in Cuyahoga Falls, Ohio. Our comfortable, outdoor, covered pavilion is located on the grounds of the beautiful Blossom Music Center. For more information regarding Porthouse Theatre call **330-672-3884** or visit our website at....

www.porthousetheatre.com



**Porthouse
THEATRE**



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THEATRE**

Summer 2009

*Comedy This Season,
Comedy Tonight!*

Management

Porthouse Theatre
Music and Speech Center
P.O. Box 5190
Kent, OH 44242-0001
330-672-3884 (Phone)
330-672-2889 (Fax)
porthouse@kent.edu

www.porthousetheatre.com

Become a member of the Porthouse Theatre Family this season!

What are the benefits of spending a summer at Porthouse Theatre?

- All positions are paid
- Free housing if needed
- May be able to receive undergraduate or graduate credits, tuition free
- Complimentary tickets to all Porthouse productions
- Work with theatre professionals from around the country and the local area
- Work in the beautiful setting of the Blossom Music Center
- U/RTA, AEA Tier I

Other Opportunities Available with Porthouse Theatre

- Scenic Artist/Asst. Scenic Artist
- Props Master/Asst. Props Master
- Wardrobe Supervisor
- First Hands
- Cutters/Drapers
- Stitchers
- Dressers
- Master Carpenter
- Lead Carpenters/Carpenters
- Master Electrician
- Asst. Master Electrician/Electricians
- Run Crew
- House Management/Ushers

Box Office Manager/Assistant Manager May 14 - August 13, 2009

1. Train, schedule and supervise Box Office staff
2. Enforce cash-handling policies and procedures and produce shift and daily transaction reports, sales reports and deposits
3. Attend production and front-of-house meetings as scheduled
4. Lend assistance to the group marketing effort as directed and the general marketing effort as needed
5. Handle customer service needs, complaints and problems
6. Coordinate dinner orders, pavilion reservations, and special needs with facilities/concessions and house management
7. Handle, process and oversee subscription, group and single ticket sales

Box Office Staff May 18 - August 12, 2009

1. Sell tickets for individuals(single), groups and subscriptions
2. Lend assistance to the group marketing effort as directed and the general marketing effort as needed
3. Perform customer relations, trouble-shoot issues and interact with patrons for optimal customer experience.
4. Process box dinner orders & picnic pavilion reservations
5. Assist Managing Director and Box Office Manager as needed.

Company Management/ PR Assistant May 14- August 14, 2009

1. Assist Company Manager in the smooth administrative running of the company and season
2. Assist Company Manager in coordination of company housing, parking, course registration, company communication and special events which include all opening night parties
3. Help to resolve all personnel and material problems
4. Assist with housing move-ins and move-out of Company
5. On an emergency basis, substitute into any administrative position
6. Attend production and front of house meetings as scheduled
7. Assist Marketing Director in all marketing & public relations efforts for the season

Concessions Manager May 18 - August 13, 2009

1. Responsibilities include the upkeep and monitoring of Concession inventory.
2. Spearhead all ordering and bookkeeping of the concessions operation.
3. Assist Facilities Manager in the maintenance of Porthouse grounds
4. Train and supervise concessions staff
5. Arrange timely deposit of all concessions receipts and reports
6. Coordinate with Box Office Manager or Company Manager for the ordering of concession supplies
7. Oversee the maintenance upkeep of picnic and concession pavilions
8. Help prepare Porthouse grounds for opening and closing of the season

Facilities Manager May 18- August 13, 2009

1. Maintain the overall appearance and safety of the Porthouse grounds
2. Supervise facilities crew
3. Prepare Porthouse grounds for opening and closing of the season
4. Keep insect and pest situation under control
5. Work closely with box office and house management staff to maintain audience safety, direction, parking and special needs
6. Daily maintenance of theatre, concessions area, picnic pavilion, flowers and flower beds and dressing rooms
7. Attend production and front of house meetings

Facilities/Concessions Staff May 18 - August 12, 2009

1. Maintain the general appearance and safety of the Porthouse grounds
2. Keep insect and pest situation under control
3. Daily maintenance of theatre, concessions area, picnic pavilion, flowers and flower beds and dressing rooms
4. Prepare Porthouse grounds for opening and closing of the season
5. Actively sell concession items before each performance and during intermission
6. Assist in the coordination of patron parking