

## 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
- Housing maybe available if needed
- May be able to receive undergraduate or graduate credits
- 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 2

### *Damn Yankees*

June 14 – 30 2012

Book by George Abbott and Douglas Wallop  
Words and Music by Richard Adler and Jerry Ross  
based on the novel by Douglas Wallop "The Year the Yankees Lost the Pennant"  
Directed by Terri Kent

### *The World Goes Round*

July 5 - 21

Music by John Kander  
Lyrics by Fred Ebb  
Conceived by Scott Ellis, Susan Stroman, David Thompson  
Directed & Choreographed by Sean Morrissey

### *The Sound of Music*

July 26 - August 12

Music by Richard Rogers  
Lyrics by Oscar Hammerstein II  
Book by Howard Lindsay and Russel Crouse  
Suggested by "The Trapp Family Singers" by Maria Augusta Trapp  
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 February 20, 2012

#### Mailing Address:

Porthouse Theatre  
Rebecca Gates, Managing Director  
Music & Speech Center  
PO Box 5190  
Kent, OH 44242-0001

Email: [porthouse@kent.edu](mailto:porthouse@kent.edu)

Phone: 330-672-3884

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](http://www.porthousetheatre.com)

### Other Opportunities Available with Porthouse Theatre

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



PORHOUSE  
THEATRE



Porthouse  
THEATRE

# Summer 2012

## 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](mailto:porthouse@kent.edu)

[www.porthousetheatre.com](http://www.porthousetheatre.com)

**Company Manager**  
**May 17- August 16, 2012**

1. Manage the administrative running of the company and season
2. 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. Coordinate all 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

**House Manager**  
**June 12 - August 13, 2012**

1. Supervise and run front of house operation
2. File House Manager reports after each performance
3. Coordinate curtain speech, curtain, intermission, and end of show times with Production Stage Manager
4. Stuff playbills with inserts and track that programs will last the run of show
5. Handle all customer service issues as they relate to front of house operations
6. Enforce house rules and maintain safety standards in all public areas
7. Attend all front of house meetings as scheduled

**Stage Management Interns**  
**May 21 - August 14, 2012**

1. Work under the direction of Equity Production Stage Manager
2. Assist directors, PSM & ASM as needed for all 3 productions
3. Attend all rehearsals as needed
4. Work all performances as needed
5. Assist in strikes as assigned
6. Must have strong communication skills & the ability to work well with others

**Box Office Manager/Assistant Manager**  
**May 18 - August 14, 2012**

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 21 - August 13, 2012**

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.

**Asst. Company Management/ PR Assistant**  
**May 18- August 16, 2012**

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 29 - August 14, 2012**

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 29- August 14, 2012**

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**  
**June 4 - August 14, 2012**

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