



# We are looking for a Theater Manager!

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Passionate about the theater?  
Work with us!

If you think you would be a good fit for this great opportunity, please email your resume to [contact@granitetheatre.org](mailto:contact@granitetheatre.org).

We look forward to hearing from you!

The Granite Theatre is a 501c3 non-profit cultural organization that remains dedicated to its mission of providing year-round high-quality LIVE theatre, performing arts education and to the preservation of Westerly's historic Granite Theatre.



# We Are Now Hiring!

**SUBMIT YOUR APPLICATION TODAY!**

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## Job Description

### Theater Operations

- Schedule supplies delivery times and document all deliveries received
- Store and/or shelve food, liquor, wine, beverages, and house paper goods and supplies when received
- Keep records required by government agencies regarding sanitation and food subsidies when appropriate
- With Treasurer make bank deposits and ensure the bar/concessions and box office have adequate supplies of common cash denominations and change
- Manage printed program distribution, and secure programs and other patron materials
- Use common office computer programs as needed for data collection, scheduling, and communication. Check emails and answering machine daily. Reply as needed.
- Report/forward any concerns to the board directors
- Attend and participate in monthly board meetings and others as requested
- Ensure all house management needs are met
- Other duties as assigned with the guidance of the Board of Directors (BOD)



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## Job Description

### Box Office

- Review Handicapped Parking for each performance
- In conjunction with Treasurer reconcile ticket sales and cash flow daily. Report any discrepancies to the Treasurer
- Make sure that during pre-show box office hours only the Treasurer and scheduled box office employees occupy the box office
- Report to theatre at box office opening time

### Performances

- Coordinate performance timelines with Stage Manager, including pre-show chat, curtain speeches, and intermission
- Staff and organize all public and preview performances
- Maintain ticket-scanning equipment, hearing impaired devices, and walkie-talkies for communicating with Stage Managers

Please submit your resumes to [Contact@granitetheatre.org](mailto:Contact@granitetheatre.org).  
For questions, visit [www.GraniteTheatre.org](http://www.GraniteTheatre.org) or  
call +1 (401) 596 2341.