

Shift Leader

Part-Time, Non-Exempt



Stomping Ground Comedy's Shift Leader should be a highly motivated individual excited to grow a young nonprofit organization in a positive and professional environment. This position reports to the Artistic Director.

Flexible schedule / Remote: This position requires an average of 10-15 hours per week with roughly 50% on-site and 50% remote.

Stomping Ground Mission: Stomping Ground educates, entertains, and empowers the community – connecting people through comedy. And we won't stop till everybody's laughing.

Shift Leader Position Mission: This position directly serves the greater mission of this organization by ensuring the experience of the community and staff inside the theater is efficient, professional, and positive.

Qualifications:

- Experience with managing a staff and schedules
- Ability to learn quickly, be adaptive in a busy performance space, and thrive under pressure
- Ability to work autonomously
- Customer service skills

Responsibilities:

- Organize shift schedules for theater staff for shows and events.
 - Theater Staff includes: Box Office, House, Interns, Theater Tech, Volunteers, and Manager on Duty (MOD)
- Supervise and communicate with staff and assist with tasks as necessary
- Monitor attendance and tardiness of theater staff.
- Onboard and train theater staff on standard operating procedures.
- Vet and assign duties to specific staff members based on role and skills.
- Oversee hiring process for interns, MODs
- Track and record staff hours.
- Serve as MOD at the theater at least 4 times per month
- Balancing and checking cash box in Box Office
- Organize and implement staff meetings for interns and hourly staff as needed
- Attend bi-weekly meetings with Supervisor
- Attend Board or Director Meetings as requested
- Reporting inventory needs, maintenance requests, urgent building matters to Building Manager
- Serve as a Brand Ambassador for Stomping Ground, promoting and representing the brand at all times

Compensation:

\$7000 annual salary

Apply at stompinggroundcomedy.org/join-our-team.