



Bilingual Event Staff / House Manager

La Peña Cultural Center is hiring event staff for its cultural programs in the Bay Area. We are looking for a part-time, bilingual (in English and Spanish) House Manager. This individual will oversee all aspects of live events at our venue, be a great representative of our values and a welcoming presence to our patrons.

This is a unique opportunity to learn the tools of event management and develop technical skills in lighting, sound and video. This role positively impacts our artistic community and supports social justice causes. As a House Manager at La Peña, one will have the opportunity to meet wonderful people with similar passions.

Mission Statement: Rooted in the Latin American and Caribbean diaspora, La Peña Cultural Center collaborates with and unites communities by preserving and celebrating cultural traditions; producing creative new works; and nurturing global grassroots social justice movements with artists, activists and allies. (Visit www.LaPena.org to learn more about our organization and history.)

Job Title: House Manager

Hours: As-needed for events typically held Thursday-Sunday

Pay: \$22/hr with opportunities for advancement

Reports to: Corey Raynor, Productions Manager

How to Apply: Send a cover letter and resume to jobs@lapena.org as soon as possible. We are staffing for upcoming events in 2022-2023. Your cover letter can include links to events you have worked in the past, or media that you feel is representative of you and your abilities.

No phone calls or drop-ins.

Applications without a cover letter will not be considered.



House Manager Position Summary:

This position is best-suited for individuals who seek a career in events or venue management.

As the face of La Peña, the House Manager is responsible for ensuring that our patrons, performers and volunteers have a positive experience and that events run smoothly. House Managers need to be friendly, helpful, positive and remain professional in difficult situations. The right candidate is a clear and articulate communicator with the ability to motivate and direct people in a fast-paced environment.

Minimum/Essential qualifications:

- **Bilingual in English and Spanish**
- A strong commitment to the mission of La Peña Cultural Center
- Experience handling money (i.e. as a cashier)
- Strong customer service or hospitality skills; i.e. service industry and/or events experience
- Experience working with people of all ages, socio-economic backgrounds, ethnicities, gender and sexual orientations
- Intermediate computer skills: Excel, Word, and PowerPoint
- Effective interpersonal skills necessary to interact with management, staff, audience members, funders, donors, and artists
- Proof of COVID vaccination

Preferred qualifications:

- Experience with live sound/lighting/stage management

Duties and Responsibilities:

- Liaison between event organizers, performers and technicians
- Ticketing & Payment to artists and other staff
- Managing Volunteers
- Managing Facility (temperature, lighting, cleanliness, etc.)
- Master of Ceremonies/Making Announcements



Physical Demands:

The responsibilities and tasks associated with this position will require that the House Manager regularly sit, stand, walk, speak, see and hear. One must be able to climb ladders, move moderately heavy equipment, use a computer keyboard and read a computer screen.

La Peña Cultural Center is an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship or any other factor protected by anti-discrimination laws.