



HOST JOB POSTING

Position:	Host	Status:	Part-Time, Non-Exempt
Department:	Stackner Cabaret Restaurant	Annual/Seasonal:	Seasonal
Reports To:	Director of Venue Operations	Start Date:	Week of October 4
To Apply:	Click Here to Apply	Deadline to Apply:	Applications accepted until all shifts filled

Milwaukee Repertory Theater is currently seeking applicants for **part-time Hosts for the 2021/22 Season**. If you are skilled in customer service in a restaurant or concessions setting, this is the job for you! This position is available for immediate hiring. Interested applicants should apply promptly according to the directions below.

Our mission is to ignite positive change in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups.*

Position Summary:

Hosts are the first point of guest contact and are responsible for the flow of the dining room. Duties include seating tables, managing walk-ins, managing reservations, rotating seating among servers, offering support to other staff as needed and assisting guests.

Other major duties and responsibilities include:

- Maintain a high standard of organization
- Ensure servers are evenly seated and customers are attended to on a timely basis
- Maintain a high standard of sanitation through proper hand washing and personal hygiene
- Assists other service staff when needed throughout the evening
- Maintain a high level of guest service satisfaction through clearly communicating with all staff and departments while assessing time constraints
- Thoughtfully accommodate reasonable special requests with equal regard to all of our guests' experience
- Work in earnest with regard to customer satisfaction
- Maintains a spirit of teamwork through assisting others in need
- Displays calm under pressure
- Work as part of a team and uphold the standards of the organization at all times
- Ability to multi-task and take direction is a must
- General cleaning and maintenance of work areas

Qualifications:

- High school diploma (or GED)
- Restaurant experience *preferred but not required*
- Positive, punctual, articulate, outgoing and welcoming personality
- Ability to work in an upbeat and often fast-paced environment
- Comfortable receiving feedback and taking direction
- Demonstrated organizational skills
- Ability to multi-task and maintain a high level of attention to detail
- Able to remain calm and efficient in a busy work environment, all while maintaining grace and good humor under pressure
- Ability to stand for up to 5 hours at a time and lift up to 25lbs. unassisted
- Must be able to work independently and as part of a collective team
- Must be available for weeknight and evening work
- Ability to pass a background check in accordance with state and/or federal laws
- Ability to provide proof of fully vaccinated status before first day of work



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Compensation, Shift Availability, and Benefits: Immediate openings in all shifts. Compensation is \$12.00 per hour plus a \$250 signing bonus. Additionally, employees are eligible for comp tickets to our shows and are encouraged to attend.

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee’s rich diversity.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

APPLICATION INSTRUCTIONS

Please submit online application and resume (takes less than 3 minutes!) Attn to: Don Parsons, Director of Venue Operations.

[Submit Application Materials Online](#)

OR join our Job Fair on Thursday, Sept 9 and Friday, Sept 10 from 11am to 6pm at 108 E Wells Street, Quadracci Powerhouse Lobby.

Applications will be accepted on a rolling basis until all shifts are filled, however we are looking to fill positions immediately.

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/699225/Milwaukee-Repertory-Theater-Inc/Host>

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.