

JOB DESCRIPTION - FRONT OF HOUSE MANAGER

AIM: Your job is to ensure the smooth running of public facing side of the show.

PRE AUDITION:

Attend all meetings at the request of the Production Manager

Discuss with the Production Manager the budget requirements at the pre-production meeting.

PRE SHOW:

Roster – make up a roster for your helpers, and notify them of their dates and times (leaving plenty of time for alterations) and the dress code for this show.

Foyer - Dress up the foyer in shows theme, and arrange for Front of House helpers to also be in costume, otherwise they should be in black or black and white. Arrange this with Set designer/props/wardrobe personnel & book in fitting times for this.

Check to see if there are any complimentary tickets and ensure they are named and at the desk ready for collection .

The same with any tickets which are being picked up at the desk or still need to be paid for.

Set up tables and chairs in the auditorium several days before the show (check rehearsal schedule), ensure seats have correct numbers on them, and table letters in place according to the seating plan.

Table cloths for all tables except the 5 at the top behind the fence.

SHOW PERFORMANCE NIGHT DUTIES:

There will be others present to help out with all these duties, you as FOH manager oversees all of this, so make sure to delegate.

Arrive no later than 1 hour before the show is due to start.

Make sure programmes are placed where they can be purchased for a donation or for larger shows assign someone to sell the programmes if they have a price.

Check that the toilets have been cleaned, and have plenty of hand towels and toilet paper.

Open the outside theatre doors approx. three quarters of an hour before the time on the tickets shows. Put out the "Theatre" sign.

Make sure all of the tables are set up correctly, seat numbers, table letters.

Greet and meet patrons, encourage them to visit the bar on the way to their seats.

Check with Stage Manager the time to open the doors into the theatre. Usher patrons to their seats. Arrange Ushers and Helpers (before show dates) to assist with this. You will need at least 2 for each show night at the George St theatre, more for shows in TPoma. Sometimes parents, friends, children of cast members are willing to assist for this role.

Make sure doors are closed prior to starting of show, and check there are no patrons in the toilets or outside.

Remove any money and store in a safe place for banking. Keep some coins for the programme donations in case someone needs change.

Keep a note of the programmes in case more are required to be printed for further shows.

Open doors at half time when lights come up.

Bar may require sellers for ice-creams etc.

Clear cups etc, and tidy up after half time.

When show is finished, place rubbish bin near to exit, so that patrons can dispose of their rubbish.

Farewell patrons and bring the sign in.

- Clear tables of glasses etc. and take black plastic bags around for rubbish.
- Check all tablecloths, and change any with stains, marks.
- Sweep auditorium and vacuum carpet.
- Ensure all tables have correct letters on and seats are numbered correctly.
- Vacuum foyer and bathrooms
- Clear rubbish and clean toilets, replace/fill up hand towels, toilet rolls and soap in the dispensers.
- Put toilet cleaner around the bowl of all toilets and urinals. Clean hand towel in the disabled toilet (in cleaning cupboard in kitchen).

You are free to leave once all the patrons have cleared the building and all vacuuming and cleaning has been done.

In the event of an emergency, you are responsible for getting all of the audience members safely from the building. Ensure all patrons get to the designated evacuation point (George St theatre - across the road in the carpark).

POST SHOW:

Clean up foyer and return all costumes, set, props and decorations to correct department.

Remove all rubbish.

Ensure you are there for pack out. Last nights performance to assist with all removal of gear.

Write report for the next Committee meeting with any problems or recommendations for next time.