

## **FRONT OF HOUSE MANAGER**

This job is to find people to fill the positions of ticket office manager, ushers & program seller, then to organize a roster for these jobs.

There is a minimum of 8-10 people required per performance.

Front office	1 Person
Upstairs ushers	2-4
Downstairs usher	1-2
Program sales	1 & perhaps 1 upstairs

3 Ushers are required to stay in the theatre during the performance to open doors & monitor late patrons & gatecrashers.

Ushers should be trained in emergency evacuations of the theatre in case of fire.

The Ushers will have an induction prior to the production

Front of Office crew should be at the Theatre 45 minutes prior to performance (10 Minutes before the doors are open for patrons)

Front of House Crew may wear black pants and a white shirt, or they may wear Ulverstone Rep black shirts, these will be in the Isandula room.

The Co-Ordinator is to:

Obtain seating plans from the ticketing provider.

Organize two floats from the treasurer (a cash float for ticket sales and separate float for program sales.)

Pick up tickets, seating plans and envelopes from Hive (if using for ticketing) make sure you know their opening hours, as they change.

Know how to log on to the ticketing provider to enable seating plans – and to ascertain what seats are available for sale.

Box Office and program takings should be taken home and counted, and a report given at the end of the season then banked or given to the treasurer for banking.

Program sales are kept separate from Ticket sales (as we do not pay royalties from program sales)