

# PALOA

## JOB DESCRIPTION

### FRONT HOUSE MANAGER

#### Required Qualifications:

- Is selected by and is responsible to the Board of Directors of PALOA (the Producer).
- Has a written contract with the Board for the upcoming production.
- Is an enthusiastic leader and team player with a positive attitude.
- Is a detail-oriented person and troubleshooter.
- Will not be involved in a major way with another show or production during this show.

#### Recommended Qualification:

- Has experience and/or education in business or hospitality.
- Has experience in front house management.

#### Primary Responsibilities:

- Reads script.
- Has input into time line with other members of the Production team as established for the production. Time line is used to create a rehearsal calendar and completion date for key production tasks and publicity events.
- Attends regularly scheduled Production team meetings as needed or asked.
- Lines up groups to act as ushers for each performance including preview night.
- Contacts group managers to confirm people and costumes needed.
- Arranges for tables, chairs, flashlights, batteries, binoculars, etc are set up for each performance.
- Makes sure that signage indicates what groups are acting as ushers.
- Supervises all lobby and Front house activities.
- Ensures that lobby is decorated before Preview night performance.
- Ensures that all cast and crew pictures are mounted and framed before preview night performance.
- Ensures that lobby is swept before each performance.
- Ensures that lobby is clean and prepared for next performance before leaving after performance.
- Is in complete charge of lobby, will call, and ticket sales at the door.
- Oversees the house managers and ushers during each performance.
- Ensures that all displays and materials are returned to storage or owners after final performance.
- Ensures that lobby is clean for turn back to the high school staff.
- The board must approve any expenditure in advance.
- Turns in all receipts to the Production Manager immediately after purchase. (Reimbursements will be made on a monthly basis, unless otherwise arranged.)
- Submits written post-production report to the board after final performance, and before any honorarium is given.

Production Team consists of the Production Manager, Stage Director, Choral Director, Conductor, Technical Director and Choreographer, and as needed Costume, Make-up and Props Coordinators.

03/23/2010

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

As in all community theatre, all participation is done on a volunteer basis. However, an honorarium of up to the following amount will be paid when all above criterion are satisfied.

Position Honorarium: \$\_\_\_\_\_ Social Security Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

I have read and understand the above job description for the production and position described above, and agree to perform the job duties as described.

I understand that I may receive an honorarium in appreciation for satisfactorily performing the above job duties. An amount up to the specified honorarium will be determined by the board.

I understand that the honorariums may not be distributed until all aspects of the production have been completed, scripts and music score have been returned, and my post production report submitted.

I understand that the Board has the final authority over the Production Team in matters of arbitration and business matters.

Signature \_\_\_\_\_ Date \_\_\_\_\_