



KELVIN PLAYERS THEATRE COMPANY

FRONT OF HOUSE

THEATRE MANAGER

A Theatre Manager is recruited for each performance of each production

- Overall responsibility to ensure the show runs smoothly from the audience's perspective
- Welcomes the audience to our venue, signposting them to the bar, toilets etc
- Briefs the Ushers for each performance so they have clear guidance on their specific duties
- Assists the audience with any queries or issues they may have
- Supports the Box Office manager and Bar Manager with any queries or issues they might have
- Remains front of house during the performance to ensure the security of the front of house and to deal with any audience issues, latecomers etc
- Liaises with the production Stage Manager over 'house opening' arrangements and latecomer arrangements
- Ensures the auditorium is ready for the audience
- Checks the programme arrangements each night
- Is familiar with the emergency evacuation procedures for each production
- Checks with each department that everything is running smoothly
- Ensures the front of house areas, including toilets and corridors, are clean and free of litter
- Ensures the auditorium is clear of litter, glasses etc at the end of each performance
- Ensures audience members remain in the front of house and auditorium areas
- Liaises with the Bar Manager over bar closing time
- Ensures the building is secured at the end of the evening - this can be achieved either by staying to the end and locking-up, or by ensuring there is a named person who will do this
- Theatre Managers are entitled to watch the dress rehearsal of the production and are also entitled to a free drink from the bar as a 'thank you' for their commitment