



**KELVIN PLAYERS THEATRE COMPANY**

**FRONT OF HOUSE**

**FRONT OF HOUSE MANAGER**

This role is currently shared by Jacqs Graham and Angela Markham

Jacqs

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- Identify Front of House requirements for each production, including number of staff required to be on duty
- Recruit a Front of House team for each performance of all Kelvin productions - usually via social media and Kelvin Digest (usually 4 weeks prior to production week)
- The FoH team for each performance is usually: Theatre Manager, Bar Manager, Bar Assistant, Box Office Manager, 2 x Ushers
- Generally, the Box Office Manager and Bar Manager recruit their own team for the week. They keep the FoH Manager informed
- Maintain a spreadsheet (google.docs) for each production
- Liaise with the production team to identify specific front of house requirements, eg running time, audience configuration, interval etc
- Agree with production Stage Manager over most appropriate place for Ushers to sit during the production
- Agree with production Stage Manager the admittance of latecomers arrangements
- Liaise with Bar Manager over interval refreshments that may be sold, eg ice-creams or other production specific items
- Liaise with Box Office Manager over specific audience requirements, eg access arrangements
- Liaise with Box Office Manager to ensure complimentary tickets or reserved seats are made available for specific audience members, eg Rose Bowl, press etc
- Liaise with each Theatre Manager to make sure they are aware of specific audience requirements
- Liaise with production Stage Manager and H&S office over Fire Evacuation signs and procedures
- Establish programme arrangements (these often differ for each production)
- Usually attend the dress rehearsal of the production and communicate relevant information to the FoH team

