

Selection: Choice rests with the Production Secretary, for approval by the Executive Committee

Responsibilities To assist the Production Secretary in all matters relating to front-of-house and to liaise with the Box-Office Manager .

Duties of the Front-of-House Manager

1. In connection with the forthcoming production to obtain from the Production Secretary and Box Office all necessary information

e.g.

- a) Details of play or other type of production
- b) Dates and times of performances, also technical and dress rehearsals
- c) Special seating requirements, e.g. President and other V.I.Ps, Press, Senior citizens, handicapped children etc. To receive and look after same.

2. To liaise with the Box-Office Manager in connection with special seating requirements, as at 1 (c) and seating of groups.
3. To be responsible for arranging seating and numbering same in accordance with the approved plan. Where tiering or seats is required, to arrange a work party to deal with same.
4. To check the adequacy and condition of seating and other front-of-house furnishings and equipment, and, if unsatisfactory, to arrange to supplement same, after prior consultation with the Production Secretary.
5. To arrange for transportation of front-of-house furnishings and equipment from the Temperance Hall or elsewhere, as may be required but to do this in liaison with the Stage Manager to avoid duplication of transport.
6. To arrange sites for bar and/or tea/coffee bar, and to liaise with member in charge of bar in regard to delivery and collection of bar supplies.
7. To provide the necessary cash floats for box-office, programme-sellers, bar, tea-bar and for Olde Tyme Music-hall waiters.
8. To ascertain from the Production Secretary arrangements for front-of-house decor .
9. To ensure that ventilation and heating of hall (when necessary) are satisfactory. To check whether windows require "blacking out," for special effects.
10. To check that fire escape routes are clear and fire precautions are in accordance with the fire-officer's requirements.
11. To ensure that the exterior of the hall is suitably illuminated and that publicity material is on display.
12. To check parking facilities and to deal with any traffic problems which may arise.
13. To ensure that toilet and cloakroom facilities for the public are satisfactory.
14. To appoint helpers for front-of-house duties , e.g. programme sellers, Olde Tyme Music Hall waiters, etc. and to ascertain the Production Secretary's wishes as regards dress.