

TITLE: HOUSE MANAGER	PAID POSITION (Stipend Available)	REPORTS TO: Production Mgr (Formally stage manager)
JOB DESCRIPTION:	The Front House Manager is a theatrical facilities management and operations professional. They are charged with overseeing all public areas of the theater, including the lobby, concession stand, ticket booth, merchandise, and the auditorium itself. They manage all ushers and merchandise and concessions employees. Additionally, they ensure that the experience of each patron is enjoyable and safe.	
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Manages all front house operations and volunteers • Is responsible for management of ticket sales pre-production • Works with marketing team regarding promotion of ticket sales for production • Is responsible for communication with venue regarding front house details • Manages concession sales, permits, ticket sales, venue staff and outside security detail • Ensures capable people serving in front house volunteer roles • Provides adequate training and direction for volunteers • Collaborates with production manager, technical director and safety officer • Sends all communications related to front house jobs and responsibilities • Serves as point person for all captains in front of house • Attends all briefing and debrief meetings • Follows Production Plan and timeline 	
MANAGES:	<ul style="list-style-type: none"> • Ticket Captain • Usher Captain • Concession Captain • Merchandise Captain • Raffle Tracker 	
COMMUNICATES WITH:	<ul style="list-style-type: none"> • Production Manager • Technical Director • Safety Officer • EVC Staff / Security 	