

## **HOUSE MANAGER**

The House Manager is a box office employee who oversees all other employees/volunteers that are working in front of the house during a show. They must have previously worked as a Box Office showtime employee and received House Manager training.

### **Responsibilities**

- Arrive an hour before the show to unlock the box office and set up
- Remain in contact with the Stage Manager throughout the pre-show and during the show
- Assign tasks to all other box office employees and oversee their work
- Organize ushers and facilitate communication between them, yourself, and the Stage Manager
- Welcome patrons, make announcements pre-show and at intermission
- Open and close the house before and after the show and at intermission
- In case of problems or emergencies, communicate with patrons, campus security, and employees and oversee safety issues
- Clean up, close, and lock the theater after all patrons leave

### **Participation**

- Be present and on time for all shifts
- Attend occasional House Manager meetings outside of regularly scheduled shifts

Any release from these assigned tasks must be approved by the faculty advisor in advance.