

Theatre Midwest

Job Description, Duties

FRONT OF HOUSE

- Responsible for creating the best experience possible for patrons
- Maintain contact with the House Manager
- Attend the Pre Production meeting with the House and Box Office Managers
- Attend nightly meetings before each performance with the House Manager
- Execute any duties that the House Manager assigns. This may include: Cleaning the House and Lobby, Hanging Signs, Setting up the Lobby, Handing out programs, Collecting Tickets, Directing and Seating Patrons, Cleaning up after patrons, Preparing for next show, Answering questions from patrons
- Maintain a friendly, helpful, and professional attitude, and be knowledgeable about all areas of Audience Services
- Adhere to the dress code set by the House Manager
- Attend all meetings, performances and strike at assigned call times.