

House Manager

Time Commitment:

- Attend crew view.
- Attend all performances.

Job Requirements:

Before the run of show:

- Oversee creating/updating the program.
- Work with the PM to order posters and programs.
- Hang posters.
- Responsible for preparing the lobby for the run.
 - Contact the designers and request items for the cases.
- Turn on the cases for each show. The remotes are in Maloney 101.

During the run of show:

- Safety MUST be the House Manager's primary concern.
- Be familiar with all procedures concerning severe weather, medical emergencies, locations of telephones, first aid kits, exits, emergency lights, flashlights, and other equipment for emergency needs.
- Obtain from the PM or TD a list for complementary tickets and the ticket sales.
- Help with any ticketing issues.
- Greet and seat all guests.
- Place reserved seating signs and guide those guests to their seats.
- Seat late arrivals. (Flashlights are available and must be charged.)
- Coordinate when the ushers can see the performance.
- Dress in professional attire.
- Coordinates with the Stage Manager (SM) for the start of the show and the beginning of Act 2.
- Clean up the theatre seating area and lobby after each show.
- Notify the SM of the audience count.
- Contact PM or TD with any major issues.
- Remove posters once the show is complete.
- Restore the lobby to its original configuration.
- Oversee the team of ushers and assign jobs to ushers where appropriate.

Usher

Time Commitment:

- Attend crew view.
- Attend all performances.

Job Requirements:

- Safety **MUST** be the usher's primary concern.
- Be familiar with all procedures concerning severe weather, medical emergencies, locations of telephones, first aid kits, exits, emergency lights, flashlights, and other equipment for emergency needs.
- Greet and seat all guests.
- Dress in professional attire.
- Follow directions given by House Manager.
- Assist in clean-up.
- Check-in with House Manager before leaving the theatre.