

Front of House Co-ordinator

RESPONSIBILITIES:

To be responsible for staffing front of house volunteers for each production and the duties associated with that role.

Before the Play:

- Obtain a security key to the theatre (issued by the secretary), bar and locked fridge.
- Contact the Group Liaison person to confirm performance nights and obtain the following information for group nights:
 - Name of group
 - Date of performance
 - Contact name and phone number
- Check with appropriate person that tea, coffee, sugar has been restocked.
- Check with Bar Manager re co-ordination of roster.
- Organise a roster of volunteers to work on door and serve food and drinks, to be available before play, at interval and after the play for the season run of play.
- Contact relevant person from Council Parks Department re leaving chain at Park entrance open until midnight on performance nights.

Organisation of Roster:

- On each night you will require 1 Bar Person, 1 Person in charge, 2 other volunteers (all four people will need to stay until the end of the play to assist in the kitchen/bar area)
- Volunteers should not book tickets to see the play on the same night as they are working and will be required to assist with washing/cleaning up/setting up of food etc while the play is on. At the discretion of the person in charge, on quiet nights you may go home early.
- Each month request updates of members names and numbers (from Subscription Secretary) so new contact can be made. Keep a record of members who are willing to assist on a regular basis.
- Type up a roster to display in the kitchen, copy to Bar manager and any other relevant person i.e. Director, Stage Manager. Make sure this roster has all group dates, volunteer names and phone numbers.

During the show:

On public nights, collect or arrange collection of Box Office plan from Visitors Information Centre at Queens Park. Any remaining unsold tickets may be sold from the kitchen on the night.

Arrive at the theatre approximately one hour prior to the commencement of the play to assist with unlocking of toilets, setting up of outdoor furniture, preparing food etc.

On public nights, buy food items for savoury plates i.e. crackers, cheese, tomato, cocktail onions, kabana) which are sold through the bar.

Check stock of milk

After Production:

Prepare a summary of the season i.e. attendance, door sales, for the next meeting.

Enter a summary of statistics for play season in record book.

Hand in any money to Treasurer.