



JOB DESCRIPTION

HOUSE MANAGER – Responsible for the smooth operation of the house during the run of the show

Key duties include:

- Recruit all house workers (ushers, greeter, raffle ticket seller)
- Coordinate building opening times on show nights with stage manager
- Orient and train all house workers
 - Have ushers tear the tickets upon entry and keep stubs
- Check bathrooms after intermission and at end of night
 - Make sure water is not running
 - Restock appropriate supplies in each bathroom
 - Use wet Swifter to clean the floor in front of the urinals
 - Wipe off counter tops
 - Remove and replace trash bags using gloves and place it in the trash in the larger can on wheels as needed
- Along with the stage manager, ensure all lights upstairs and down are turned off after each show and all doors are locked, including box office door