

HOUSE MANAGER

1. House manager is appointed by the director and reports to the director or the producer.
2. Risers are set up by a special crew according to the seating chart provided by the ticket person. House manager verifies, prior to each performance, the correct placement of chairs. Makes sure rows are numbered and numbers chairs with masking tape or other identifying substance.
3. Contacts and schedules ushers and obtains programs.
4. Greets theatergoers at pre-show dinners, as they enter the performance space, and during intermission. House manager may appoint a substitute.
5. Works closely with ticket person, lighting person, and sound person during run of the show.
6. Takes responsibility for dispensing and retrieving the assistive hearing devices. Use a license or credit card as security. Reports to sound chief any problems with devices.
7. Sends names of ushers to program designer in time for printing.
8. Checks dinner tables for correct # of chairs and purchases candles if needed.
9. Places programs on the dinner tables for guests to look at while waiting.
10. Obtain and keep track of usher pins & plaques.
11. Send names of ushers & frequency to treasurer for April dinner award.
12. Works with director and stage manager to be certain no one walks on stage or in the house after it opens for audience members.