Front of House Crew

The Front of House crew is responsible for creating the best experience possible for patrons. In order to execute this duty, you must maintain a friendly, helpful, and professional attitude, and be knowledgeable about all areas of Audience Services. The Front of House crew will be the patrons’ first encounter within the theatre, and it is imperative that this be a positive encounter.

Pre Production Duties

- Maintain contact with the House Manager and Audience Services UGA
- Attend the Pre Production meeting with the House and Box Office Managers, as well as the rest of the FOH crew (usually the night of Final Dress Rehearsal)

Production Duties

- Attend nightly meetings before each performance with the House Manager
- Execute any duties that the House Manager assigns. This may include:
  - Before the Show:
    - Cleaning the House and Lobby
    - Hanging Signs
    - Setting up the Lobby
  - During the Show:
    - Handing out programs
    - Collecting Tickets
    - Directing Patrons
  - After the Show
    - Cleaning up after patrons
    - Preparing for next show
    - Answering questions from patrons

Other Information

- You must wear the appropriate uniform, which includes a white button-up shirt or blouse, black pants or skirt, and black shoes. A professional appearance is just as important as a professional attitude, and reflects on the whole company.