

## *Electric City Playhouse*

### HOUSE MANAGER DUTIES

Arrival = 90 minutes prior to showtime

*6:00 pm / 1:30 pm*

- Unlock back door (push bar and top lever)
- Turn on AC/Heat in theatre (AC set at 72 degrees; heat set at 68 degrees)
- Check the Unit in Lobby is set to Auto with Heat at 68 degrees and AC at 72 degrees
- Prep show bills (120 w/current show inserts); place in rectangular basket; place on right side audience top platform
- Confirm concessions stocked Soda, Water, Candy, Chips, Beer, Wine, Coffee, should have been done previous night)
- Move ice from freezer to concessions
- Place ramp outside
- Ensure appropriate number of seats for patrons with handicaps (Center \_\_\_\_\_ Right \_\_\_\_\_ )
- Unlock front doors; including two levers in center
- Turn on lights under the canopies (switch near front door)
- Count seed money for concessions (\$40) and 50/50 (\$20)
- Greet volunteers; go over duties with them; note duties charts; answer questions; give seed money; give each a Volunteer badge. Ensure volunteers understand that you as the House Manager are their point of contact
- Prepare 2 trays of Snack Mix (wear plastic gloves); place 1 tray at concession stand and then place more as needed prior to performance and at intermission
- Check with stage manager as to whether the cast will remain in the theatre or come into the lobby for the after-show receiving line

*6:30 pm / 2:00 pm*

- Greet early arrivals as they come in
- Oversee and distribute Will Call tickets
- Assist Volunteers as needed

*7:00 pm / 2:30 pm*

- Check with Stage Manager to see if cast is ready and doors to theatre may be opened; open when ready and invite ticket holders into the theatre

*7:30 pm / 3:00 pm Showtime*

- Give preshow announcements
- Close double doors and curtains
- Set lobby lights (control dimmers located on either side of the office door) – Two switches nearest theatre doors OFF; two switches nearest street door DIMMED
- Oversee cash from concessions and 50/50 until intermission
- Check to see if anything needs to be restocked in concessions (cold beverages are located in the office refrigerator; red wine is in black cabinet)
- Remain in lobby/office areas at all times

## ECP Policies/Procedures

### *Intermission = 15 minute (20 minutes for sold out house)*

- Open curtains and doors
- Check time and monitor the 15/20 minutes of intermission
- Check in with Stage Manager and assess readiness for second act
- 10/15 minutes elapsed – either Stage Manager or House Manager will flick lobby lights to let all know that it is time to return to theatre
- 10/15 minutes lapsed – alert 50/50 volunteer to hold the drawing

### *When play resumes (be mindful of noise while completing tasks)*

- Close doors and curtains
- Concessions and 50/50 monies: count \$; return seed money to appropriate envelopes; place gross profit in appropriate envelopes; record profits on sheet; place sheet and envelope in Plastic folder; place folder on top shelf in black cabinet
- On opening night be sure to cut and distribute the cake for after the show.
- Dump ice out
- Check concessions and restock as needed
  - Cold beverages are in office refrigerator; restock office refrigerator with warm cans and bottles located on floor under the microwave
  - Red wine and warm white wine are in the black cabinet
- Leave note taped to office computer if running low on any item(s)
- Wipe concession counters if the volunteers did not have time to do so (Clorox wipes are located on the shelf behind the bar, Extras in supply closet)
- Tidy the lounge area (pick up any trash)
- If the cast has chosen to stand in the lounge rather than on stage to be greeted by patrons after the performance, prepare lounge area for cast receiving line, move small tables inward and push chairs nearest door toward the wall with clock; ensure there is room for the cast to stand and room for audience flow; a person can easily pass on the right while others stand to chat with cast members

### *End of performance*

- Open curtains and doors to theatre
- Open front doors and put down stoppers
- Collect left behind papers and such among the patron seating
- Collect trash from lobby, dressing room, restrooms, and office; replace trash bags in all containers
- Take trash to back garbage bins; SPECIAL NOTE: after a Sunday performance trash cans to curb by parking lot (be sure that none are located under the canopy)
- Lock back door
- Set theatre AC to 74 or heat to 65 degrees
- Set lobby Unit to AUTO with heat at 65 degrees and AC at 74 degrees
- Bring in ramp from front step
- Lock front door with levers
- Replace lobby furniture if it was moved for cast line
- Inside doors: shut double doors from theatre to lobby; prop open restroom doors; ensure door between theatre and dressing rooms is shut and curtains cover the door; open cast door; shut and lock office door (make sure everyone has belongings from office before locking)
- Check to ensure everyone has exited the theatre
- Turn all lights off (props room, theatre, dressing room, lobby)
- Set alarm
- Lock front door deadbolt