HOUSE MANAGEMENT DUTIES

1. Read and memorize the Southern Theatre handbook, *House Managerial Duties for Southern Theatre*.

2. Run House duties as prescribed by the handbook for all Southern Theatre productions except:
   a. When acting in a show.
   b. Illness (24-hour notice, please).
   c. When a student seeking APO credits asks to house manage.

3. Instruct/train another student to run house duties if requested to do so by supervisor.

4. Will check with Faculty Supervisor (FS) one day before opening of production for any last minute instructions.

5. Will formally check with FS at least once each week of semester.

6. Lobby display will be set up at least 24 hours before preview show opens. FS may assist in setting up display. Discuss this with Supervisor the week of performance. For productions in Taylor Auditorium which are not children’s shows, set up slide carousel one hour before curtain, and remove to storage by the end of the evening.

7. Will pick up usher list, usher tickets, and play programs from Box Office on performance dates. HM is not responsible for getting ushers for show, however, a few fill-ins may be needed on certain nights and HM is expected to fill those slots.

8. Will arrive at theatre one hour ahead of curtain time. The house will be checked for cleanliness and order. Contact with the Stage Manager/staff will be made to assure house lights are on and/or operating correctly. Any adjustments of seats or seat numbering will be done now.

9. Will meet ushers in lobby or at greenroom door at 20 minutes before house opening and take them into the auditorium. All duty assignments for the ushers will be made by the HM.

10. Since ushers are generally students earning extra points or lab time, HM must carefully check each name for accuracy, indicating who was there and who did not show. Personnel sheet and unused programs will be returned to Box Office each night.

11. At 30 minutes prior to curtain, HM will check with PSM for permission to open the house. Audience will be allowed in. At five minutes until curtain, HM will check with PSM for any “holds” in curtain due to audience problems. HM and PSM will determine and execute any further actions in terms of “holds.”
12. Will remain free of specific duties in order to supervise all activities and to trouble-shoot in the house. Join in at once where there seems to be a bottleneck, be alert to problems such as too few programs, food or drinks brought into house, confused ushers, babies, or cameras/recording equipment.

13. HM or an assigned usher will remain near door to help latecomers be seated. For productions in Taylor Auditorium, always seat latecomers at back and do not allow them to take regular seats until an intermission break. (If there are no intermissions, then latecomers must remain in the back.) No latecomers will be seated after a performance begins in The Bud Walton Theatre. Latecomers may be seated during an intermission for a later “act” or they may opt to attend another evening.

14. If there are intermissions, HM will open doors and assist audience to depart to lobby area. NO SMOKING IS ALLOWED in any part of our theatre. Smokers must go outside the building.

15. Keep track of time for intermission. Find a way to signal audience to return to seats, i.e., blinking lobby lights, ringing bell, or just saying aloud the second/third act is starting. Be sure to get the ones who went outside to smoke. Contact PSM and inform him/her that audience has returned. [This procedure repeated for each act.]

16. Must aid and assist the ill or confused audience member. Help them to lobby or office. Make any local phone call they wish. Find the custodian to clean up any mess in house.

17. Will be the last to leave house. Check area for litter. May report same to custodian. Maybe save reusable programs. Close and lock lobby doors. Check any lobby display to see that it survived the evening unharmed. Make notes to repair if needed and turn out lobby lights. Also, count out the ticket stubs and post the total on the call board for each night. COME BACK AND DO IT AGAIN NEXT DAY.

18. Unless this was strike night! Then take down lobby display. Know ahead of time where everything goes.

19. Return the carefully marked personnel sheet to the FS or FS mailbox in main office. Help strike sets or costumes, or props if asked - go to production party and have a really good time!

20. Directly responsible to HM Supervisor.