

TE MATATIKI TOI ORA | THE ARTS CENTRE | OFF CENTRE | 3 – 5 MARCH 2023

Off Centre Contractor – Front of House (FOH)

\$22.00 per hour

FOH Job Description:

Front of House is responsible for welcoming guests and checking tickets, providing audience members with programmes, and tending to their comfort and safety. They also assist patrons in finding the restrooms, food and beverage facilities, and exits. They will give the all clear to the Venue Manager and Stage Manager when the audience has arrived and is seated.

Responsibilities:

- To be responsible for managing an emergency Show Stop in your venue if deemed appropriate and coordinating the evacuation of your cast.
- To be the primary point-of-contact for artists and companies performing in the venue.
- To ensure the performers are being given calls preshow.
- To ensure the technician and artists have everything they need to perform their shows successfully.
- Responsible for ensuring the backstage area and venue is clean and tidy, ready for the next show.
- Moving chairs in and / or out venue and in place for next show.
- Other duties as directed.

PLEASE NOTE: This is a one-off event, and you will be classed as an event contractor / self-employed for the work. Therefore, you will be responsible for your own tax on your earnings. The work is non-ongoing.