



BMS GENERAL MANAGEMENT COMMITTEE

Front of House Manager

The Front of House manager is responsible for the running of the Front of House operation and with the Venue Manager, provide a welcoming customer service

- Attend monthly management committee meetings.
- Coordinating with Patrons Secretary and venue box office on tickets to be collected.
- Organisation and management of bar for Spring shows
- Organise and manage staffing of FOH through volunteers whilst ensuring FOH is suitably covered.
- Organise selling of merchandise particularly raffles and programmes
- Health and safety announcements before show begins
- Liaise with the venue manager to ensure the FOH area is safe for audiences, users and operators
- Offering personal hospitality to notable guests e.g. AIMS President, NODA representative Offering personal hospitality to notable guests e.g. AIMS President, NODA representative, AIMS Adjudicator. etc.