

Principal Purpose

The main purpose of the Front of House Manager role is to organise Front of House volunteers and associated activities for concerts where the venue does not provide its own Front of House function. This is an important part of presenting the choir in a professional manner.

As this is a non-committee role, it does not require the appointee necessarily to be a member of the choir. A family member, partner or friend of a member who is a regular attendee at WCS concerts is equally eligible for the role if so interested.

Key Responsibilities

1. Organises and co-ordinates the Front of House team in advance of a concert and on the day to support the smooth running of the concert. The main activities are normally:
 - i. Health and safety briefing
 - ii. Ensuring professional attire and identification (e.g. badges) for Front of House stewards
 - iii. Ticket sales on the door, and collection of pre-paid tickets
 - iv. Programme sales to both choir and audience
 - v. Checking tickets and guiding audience members to the appropriate seating section

There is an existing team of Front of House volunteers on which to draw

2. Coordinates with the Friends Secretary to ensure that Friends seating and complimentary programmes are allocated appropriately
3. Coordinates with the Concert Manager to ensure that any venue or seating pre-requisites are taken into account where they impact Front of House activities