

DUNSTABLE REP THEATRE CLUB

THEATRE MANAGER - JOB DESCRIPTION

1. To be responsible for planning and checking the rota of volunteers for Hall Manager and bar staff.
2. To ensure volunteers are kept up-to-date with changes to bar and Hall Manager routines etc.
3. To liaise with Bar Manager to make changes when necessary to the bar area and the Dymond Room.
4. To ensure that all areas of the theatre are kept clean and tidy.
5. To check and test fire alarms regularly.
6. To ensure fire training is carried out regularly.
7. To order paper towels, toilet rolls etc.
8. To liaise with the cleaner to ensure we are ready for shows etc.
9. To liaise with Premises Manager when necessary.
10. To ensure access arrangements are available when necessary.
11. To attend Committee meetings.
12. To decide, between you, which areas are to be covered by the Assistant Theatre Manager.