



March 2015

Front of House

Job Summary:

This is a customer service position and therefore, you will be in direct contact with concert goers, before the concert, during intermission and directly following the concert. In order to be effective as Front of House, you must be able to portray a friendly personality and greet concert goers with a smile.

Accountabilities:

- Verify the pre-count of tickets for the draws – door prize and 50/50 tickets
- Responsible for bringing the RHPO tall banner as well as the contents of the blue bin
- Setting up tables near the west side of the hall for fundraising purposes – 2 tables and 4 chairs
- Ability to put up winner sign in the hall for the 50/50 draw
- Ability to arrive 1 hr before the concert and stay 1 hr after the concert

Requirements:

- You will be selling tickets for the draws and therefore, must be confident in handling money and making necessary change
- Must be able to work quickly, count money efficiently and relate information to the Board Member that you are assigned to work with
- Excellent organizational skills
- Proven confidence to encourage concert goers to buy tickets for the 50/50 draw and the door prize
- Proven natural ability to work your way through a crowd of concert goers to entice them to the ticket table
- Must be coachable to learn about the RHPO to relate to concert goers
- Have the capacity and willingness to use personal influence to secure ticket sales to help meet the fundraising objectives of the RHPO