



Lobby Manager

Arrive Time: 6pm for evening shows, 1pm for matinees (one hour before the show)

- **Oversee concessions area, including:**
 - Making popcorn prior to doors opening
 - Ensuring soda/water is stocked
 - Taking inventory after each show
- **One hour before showtime:**
 - Ensure concessions are ready (popcorn popped, soda/water stocked)
 - Work with House Manager to open lobby doors to public
- **During first act:**
 - Stay in the lobby to ensure concessions are ready for intermission, and to help any guests who come in late or leave the theatre.
 - Make more popcorn if needed for intermission
- **After intermission:**
 - Clean up concessions area
 - Clean popcorn machine
 - Take full inventory of all items sold
 - Restock for the next show
 - Work with Box Office & Production Manager lock lobby door
 - Box Office collects money at end of intermission

Send Inventory Counts to:	
Production Manager:	

The Lobby Manager can come back on a separate night to watch the show if desired.