

RED MASQUERS

DUQUESNE THEATER ARTS

HOUSE

Chair Duties:

- Create the program for each production
 - Gathering bios, director's note, dramaturgy note, special thanks etc.
 - Ensure the ordering of the programs
 - Organize a crew to fold the programs
- Decorate lobby (if necessary)
- Organize a crew for box office and ushering
 - Identify two individuals who will run the box office every performance for each production
 - Train the box office staff on the ticketing information and seating protocol
 - Provide box office staff with guidelines for ushers
 - Identify at least 2, preferably 3 ushers for each performance who may be different each night
- The chair must fill in for any missing box office staff or ushers
- Maintain and check Brown Paper Ticket's website and the box office email (tickets@duq.edu) every day and multiple times a day during the run of the show
- Manage and explain comp tickets to the cast and crew
 - Each cast and crew member may have 2 comp tickets per production
- Facilitate issues with reserving tickets online
 - Ex: patrons reserving tickets on the wrong date
- Attend production meetings
- Review rehearsal/performance reports

Assistant Duties:

- Assist in creating the program for each production as well as help to ensure that they are printed and folded as directed by the chair
- Must be willing and able to fill in for box office staff or ushers
- Assist in training and staffing the box office staff and ushers
- Assist in decorating the lobby if needed
- Attend production meetings either in place of or in addition to the chair as instructed