



BABY BROADWAY / BABY GOSPEL FRONT OF HOUSE MANAGER

We are looking for a Front of House Managers to run our popular family concerts 'Baby Broadway' and 'Baby Gospel'.

You will be organized and efficient, great with people, and be confident in creating a welcoming environment that sets the tone for a fun family experience.

This is a part-time ongoing role with shifts offered across fixed show dates. You may be part of a small pool of staff who share shifts so this position would suit someone who works flexibly around other commitments.

DUTIES & RESPONSIBILITIES

You will be the main point of contact for the event, liaising with performers, venue and audience members (who are families with young children aged approx. 0 – 7). We are also an Age-Friendly event so welcome older audience members accompanying friends and family.

You'll be responsible for ensuring venues are safe, equipment is set up correctly, performers are ready, performances start on time and for checking audience members in at the door. You may have an assistant to help with this depending on the size of the venue.

You'll be taking care of health and safety, signage, seeing people out of the venue safely, cleaning up after the event and closing the venue where required.

You'll need to be comfortable with setting up sound equipment (2 microphones and a speaker).

You'll be escalating concerns or incidents to the management team as necessary.

WHO ARE WE LOOKING FOR?

You'll have customer service experience, preferably in an arts setting, or possibly stage management experience. You're super organized, a warm and friendly communicator who has great time keeping.

You are a quick thinker with the ability to problem solve and keep events moving along swiftly and calmly.

Ideally you have your own transport or are happy taking equipment on public transport and looking after it at home on occasion.

Ideally you have first aid training and are DBS checked, but this is not essential for applying.

ADDITIONAL INFO

Shifts across these dates:

October 14 - 17th, 21st - 23rd, 25th - 29th

November 5-7th & 13th

December 5th - 23rd

(and beyond into 2022...)

Hours:

Can be subject to change but usually 10am - 12pm or 3pm - 5pm

Sometimes both in one day

Rate of Pay:

£60 per show if within the M25

£70+travel if outside M25

This is a self-employed / freelance role, not PAYE so you need to be responsible for paying your own tax and National Insurance.

Baby Broadway believes in equal opportunities and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

HOW TO APPLY

Email CV and covering letter to Anna at babybroadwayuk@gmail.com