

# Location Manager

We already said it: as a location manager you are a spider in the web. In this document, we break down the tasks that come with the position.

There are 24 hospitality establishments participating in the Café Theater Festival 2022. Each location has one performing artist/group, and they each perform between eight and ten times during the weekend. Each location has a volunteer assigned as a location manager. You can indicate in advance which location (or performance) you prefer and based on that we divide all location managers among the locations.

## Host

You work in the same location during the whole festival, with the same owner or manager, the same performer(s) and sometimes the same regular guests.

You are there to welcome and manage the audience, so that everyone else can focus on their own work: the performers(s) on preparing for their performance and the hospitality staff on serving the guests.

You hand out ballots and answer questions such as “where is the best place to sit?”, “ what kind of performance is this?”, “is the festival free?”, “what else is there to see?”.

The part of the audience that is there by coincidence will rely on you to tell them what the CTF is, what is about to happen, and how it all works.

## Time Management

The CTF runs according to a schedule in which around 200 performances are included. Many attendees walk from performance to performance, so it's important that the performance in your location starts on time. That means that you, for example, make sure that the performance starts, even if the location is not completely full.

## Full House

You will be told in advance how many people will fit in your location. You keep an eye on whether the location is getting too full and close the door if necessary, in consultation with the location's owner or manager. You then refer the people that cannot get in to other performances near your location.

## Marketing Materials, Voting Forms, Donations

After the performance, you make sure that the voting forms and audience donations are handed in to you and that all CTF related materials in the location are neatly organized.

You bring the voting forms and the audience donations to the CTF festival office shortly after the performance.

The ballot papers are filled in by the public and this ultimately results in a winner of the public award. We request donations on the basis of the Pay-What-You-Can-System. After the performance, the performers ask the audience to make a donation. Making a donation is not mandatory, but it is encouraged.

## Spare Time

If you have a big gap between the performances in your location, and you don't know what you should or want to do? Then you can rest/study/socialize in the hang-out. Performers can also go here.

Of course you can always visit other performances in your spare time by showing your volunteer pass.