



LuCille Tack
Center
for the
ARTS

Front Of House Volunteers (Ushers)

These jobs are essential to the safety and enjoyment of our patrons. Ushers scan tickets, graciously seat patrons, welcome guests at the outside lobby door and offer efficient instructions in the case of an emergency. Most show take place on Thursday, Friday and Saturday evenings or Sunday afternoons, though exceptions do occur.

Educational children's shows are scheduled during the school day. Making first-timers and regulars feel welcome, safe and comfortable is of the greatest importance. Ushers may sign-up to work as often as they wish, though "prime" jobs may be rotated by the Usher Coordinator, Lisa Susa. Time commitment ranges from 1-3 hours, depending on the assignment.

Ushers should:

- Keep their calendar clear of any other obligation that would interfere with an event to which they've committed to work;
- Arrive on time to pre-show usher meeting 45 minutes before curtain time;
- Dress in prescribed professional attire;
- Be approachable, friendly and helpful to everyone;
- Be flexible and agreeable to any last minute changes in position or responsibilities;
- Accept direction from the House Manager and Executive Director
- Represent the LTCA in an appropriate and professional manner at all times;
- Put comfort and safety of LTCA patrons ahead of any personal issues;
- Be at least 16 years of age
- Have a fun and positive attitude.

Special Front-of-House Tasks

- Greeter: Welcome patrons with a smile and "Hello!" and hold the door as they enter the circle drive foyer entrance.
- Ticket Scanner: Greet patron; examine ticket for correct show, date, time and door; direct patron to appropriate door, if they arrive at the less convenient theatre entrance; scan ticket.
- Usher: Greet patron with a smile; examine their ticket for their seat location and ask if you can help them find their seat; offer them a program.
- Inside Door Monitor: If so assigned, you will be seated near the door during the performance to monitor the audience, assisting with doors and safety, as needed.

For more information, or to apply, click [here](#). You can also contact the usher coordinator [Lisa Susa](#) or Executive Director [Daniel Worsham](#).