



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 shows 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, Gail Jicinsky. Time commitment ranges from 1-3 hours, depending on 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 assignment or responsibilities;
- accept direction from the House Manager, Executive and Technical Directors;
- 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, positive attitude.

#### **Specific 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 the 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.
- **IINSIDE 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 receive an application, click [here](#) to email the Usher Coordinator.

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