



Position Description: Usher

Required attire: Business casual – or all black attire

Responsibilities:

- Prepare programs prior to the opening of the box office
- Place reserved signs on seats
- Meet and greet patrons
- Take and rip tickets
- Direct patrons to their seats
- Assist patrons who require assistance
- Remind patrons to turn off cell phones
- Monitor the theatre space for cameras or recording devices
- Enforce fire and safety regulations
- Ensure aisles, seats and other areas are safe for patrons
- Clear away items left in the theatre after performances and ready the theatres for the next performance
- **During the performance the ushers will need to be seated by the door – inside the theatre - to be readily available to patrons in case of an emergency or if someone needs to leave the theatre – please remember to close the door quietly to not disturb the performance**

**REPORT ANY APPARENT HAZARDS TO THE FRONT OF HOUSE MANAGER
(Native Earth Staff Member)**

- Arrival time is usually one hour prior to show and you are asked to stay until all audience members have departed (unless instructed otherwise).
- These positions require dependability, and an outgoing and friendly personality with a desire to be helpful.
- Aki Studio is located at 585 Dundas Street East, Suite 120

From this experience Volunteer Ushers will take away **customer service skills** developed through public contact and experience working in the arts.

Thanks again for volunteering for Aki Studio Theatre!

Sarah Choi, Patron Services Coordinator

Tel: 416-531-1402 x 23

boxoffice@nativeearth.ca

www.nativeearth.ca

