



### **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

One of the perks of volunteering as an Usher for Aki Studio is that you get to see the shows at the theatre! You will also take away **customer service skills** developed through public contact and experience working in the arts.

**Thanks again for your interest in volunteering for Aki Studio!**

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