



Volunteer Usher – Job Description

The role of an usher is to provide a welcoming and helpful service to patrons of the Mahaiwe Performing Arts Center. The principal **responsibilities** can be summarized as follows:

- The need to always ensure the comfort and safety of the public in the theater.
- Welcoming patrons to the theatre, handing out programs and directing them to their seats.
- Scanning and checking tickets at entry.
- Preparing/folding programs prior to performance.
- General assistance to the Front of House Manager.
- Providing general information and handling any inquiries from the public.
- In the case of an emergency, assisting with evacuation duties.
- Attendance at Team meetings.
- To comply and uphold Health and Safety Policies in order to ensure a safe working environment.
- Any other relevant duties as requested by the Front of House Manager or Head Usher.

Dress Code

White top, black bottoms. Shoes should be smart with covered toes and heels and be appropriate for long periods standing. Face masks are required and will be provided.

Usher sign-ups occur via email once the schedule for the following 2 months is sent out by the Front of House Manager.

If you are interested, please send inquiry to:

Caitlin Teeley / House Manager; Educational and Community Outreach Coordinator

Email: caitlin@mahaiwe.org