



USHERING RESPONSIBILITIES

TIME COMMITMENT

- Report to the venue **ONE HOUR** before show time and check in with the House Manager (Evening shows: 6:30PM, Sunday Matinees 1:00PM)
- Know the location of the venue before the day of the show.
- Contact the House Manager if you have any issues.
- Failure to show will make you ineligible to usher for future productions.

DRESS CODE

White shirt. Black slacks or skirt. Reasonably nice footwear. *Must present professionally as a representative of the department.*

RESPONSIBILITIES

- Direct patrons to the Box Office near the front lobby and the performance venue (Fine Arts Theatre or Cellar Theatre).
- Distribute programs or point patrons in the direction of QR codes linking to the online program.
- Help seat patrons while reminding them that there is no food/drink allowed in the performance space.

PRODUCTION

- Usher tickets are accounted for in the seating. The house manager on duty has full discretion to bar entrance to the production in the event of extreme tardiness or unprofessionalism.

Recording devices of any kind are prohibited in the theaters. Camera flashes especially pose a safety risk for actors on stage. If you see a patron with one of these devices, make them aware of the rule and refer them to the House Manager.

If you are unsure of how to handle a situation, report your issues to the House Manager on Duty.

**ALWAYS BE COURTEOUS TO PATRONS
AND THANK YOU FOR YOUR HELP!**