

EVERGREEN PRODUCTIONS, INC.

Job Description for Ushers

Ushers report to the House Manager

- Will need supplies
 - a. Flashlights
 - b. Name tags
 - c. Ticket stub bag (if used)
 - d. Programs

Usher duties and responsibilities include:

- Must arrive a minimum of 45 minutes to curtain time for instructions
- Nice casual attire
- Insert in programs as needed
- Tear tickets at perforation to avoid re-use and give patron large stub
- Show patrons to their seats
- Caution patrons to watch their step
- Inform patrons not to put feet or programs on stage
- Once show is underway, stay near door for first 20 minutes of show to watch for latecomers
- Sit in any open seat and enjoy the show
- If duplicate ticket situation arises, give entire tickets to House Manager
- Should know
 - a. Where the restrooms are
 - b. Where the emergency exits are
 - c. The theater's capacity and never over seat
 - d. Seating layout
 - e. How many intermissions
 - f. How long is intermission
 - g. How long is the play
 - h. No food or drink allowed in theater
 - i. Coffee is decaffeinated
 - j. If there is a sponsor for a particular performance, confirm when they are in attendance and any special instructions regarding the sponsor
 - k. Special raffle or sales item – general information
- Assist house manager with intermission needs as assigned
- After show, pick up trash and old programs from the house