

The Gerald W. Lynch Theater

Usher Job Description

*Work with real clients, event managers, and public audiences at dance, theater, and music performances.
We offer a flexible schedule within a seriously professional environment on campus.*

Please submit a completed application to ldicosmo@jjay.cuny.edu or drop off at L.62.02 NB with a current resume.

*** Only selected applicants will receive a callback to advance to the next step of the interview process. We apologize but this is due to the overwhelming number of applications we receive. ***

GENERAL RESPONSIBILITIES

- Ushers facilitate a smooth, safe and enjoyable experience for theater-goers and rental clients.
- Front-of-house duties include preparing the venue, being an information resource, managing traffic flow, enforcing client and theater policy, seating guests efficiently, maintaining safety and discretion, and executing post-show break down.

REQUIRED SKILLS

- Punctuality, discretion, and strong accountability for the quality and quantity of your work;
- Interest in learning about theater, the performing arts, and audience management;
- Ability to take direction from Patron Services Coordinator and adapt to daily change;
- Strong customer service skills, diplomacy and discretion.
- Professional presentation (your person and your uniform); You must own a black-collared button-down shirt, black pants or knee-length skirt, comfortable professional flat black shoes, and a watch. Black blazer is optional.
- Ability to multi-task and have quick response while retaining a professional and calm demeanor;
- Aptitude to foresee potential problems and have a pro-active attitude;
- Disposition and physical ability to stand quietly for FOUR consecutive hours at a time;
- Physical ability to lift metal stanchion posts (about 7 lbs) and an A-frame (with a teammate);
- **You must be willing to check-in your cell phone for the entire shift.** (Theater has house phones for emergency calls which can be used with Patron Services Coordinator's approval.)

USHER APPLICATION FORM GERALD W. LYNCH THEATER

Print or type- no cursive please. **All fields are mandatory** TODAY'S DATE _____

APPLICANT INFORMATION

First Name _____ Last Name _____

Last 4 digits of Social Security Number _____ GPA: _____ Graduation Date: _____

CONTACT INFORMATION

Home # (_____) _____ Cell # (_____) _____

E-mail Address _____

OTHER JOBS CURRENTLY HELD AT JOHN JAY:

Title _____ Dept. _____

Is this position a College Assistant title? Circle YES or NO

OTHER CURRENT PLACE OF EMPLOYMENT:

Company _____ Position: _____

Supervisor name and phone: _____

AVAILABILITY: *List the hours you are available to work between 8am - midnight:*

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

REFERENCES: Please list two references who can attest to your professional demeanor and abilities.

Name _____ Job Title _____

Phone _____

Name _____ Job Title _____

Phone _____

Thank you for your interest in becoming part of the GWL Theater staff. Because of our show schedule, hiring is done on an as-needed basis. You will only be contacted if your application is selected to advance to the next step of the interview process.