

**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.*

**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 the House Manager 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 20 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.)

**Please submit the completed application with your current resume to** **rshafi@jjay.cuny.edu**

# 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 CURRENLY HELD AT JOHN JAY:**

**Job Description\_\_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_**

**Is this position a College Assistant title or work study?** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**OTHER CURRENT PLACE OF EMPLOYMENT:**

**Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_Description: \_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_**

**Supervisor name and phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| *List the hours you are available to work between 8am – midnight each day* |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|  |  |  |  |  |  |  |

* **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 all year round.**
* **You will be contacted if your application is selected to advance to the next step of the interview process*.***