

**\*\*The Volunteer positions listed below are scheduled to arrive 90 minutes prior to show start. The first 30 minutes of the shift includes: Pre-Show Meeting, position assignment and congregating with whole team before going to positions. To be fair to the Team Captain and fellow members of the team, ushers are asked to work 80% of the shows scheduled. There is no guarantee you will be able to watch the entire show you are scheduled to work. Volunteers must have easy mobility, including being able to go up and down stairs, in case of an emergency. Must be 21 years of age or older.**

**\*Security:** Ensures a safe and enjoyable environment. Must be willing to step in, if needed, to stressful situations.

- **Front of House:** Prevent patrons from entering the auditorium until the house has been opened by Staff House Manager, maintain security of Front of House, to keep an eye on anyone entering the theatre during performances and assist the Staff House Manager and Team Captain if problems arise.
- **Stage:** Positioned by the stage to ensure the safety of talent in the space, keep an eye on audience members to ensure a safe and enjoyable space for all patrons, assist Staff House Manager and Team Captain, if problems arise.
- **Balcony:** Ensure the upstairs patrons are safe in the space, keep an eye on patrons upstairs to ensure patrons keep a safe distance from and nothing is placed on the front ledge. They communicate with the Stage Security, House Management and Team Captain if they observe anything needing attention in the house.

**\*Team Captain:** in charge of one team of ushers for the entire season. Duties include reminding ushers a week prior to scheduled performances, working with board and staff volunteer liaisons if more help is needed, assigning specific positions to team members. They assist Security and Staff House Manager should any problems arise. They are responsible for making sure all working ushers have the tools needed for the shift.

**\*Usher:** Assigned to a team for the season. Ushers must be present for the Pre-Show Meeting with Team Captain and Staff House Manager prior to each performance. Duties include greeting and assisting patrons, scanning their tickets, showing them to their seats, open the door for any patrons needing to leave the auditorium throughout the show. They must remain after the show to clean up debris and put up any seats. Ushers should remain alert throughout their shift to help as needed.

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**Bartender:** Assigned monthly to shows. Bartenders MUST be Basset certified. Bartenders are asked to restock (up to 25 lbs in weight) and clean up their areas after their shift. Their responsibilities also include entering all sales in the provided point of sale system and handling the cash box, as well as using their best judgement when serving alcohol to patrons. Bartender shifts begin 90 minutes prior to show start.