

Friday, September 29, 2023

One usher needed

Company: Rocha Dance Theater
Compensation: \$15/hr

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Mark Shelby Perry

Rocha Dance Theater needs one usher from 3pm-5:30pm on October 7th in Manhattan. The theater has a small seating area of 99 seats. October 7th matinee 4pm show (3pm call)

Usher responsibilities:

Pre-Show

Check-in with the box office 1 hour prior to show time. Then, the usher will receive instructions on the physical layout of the theater and the performances happening that night.

Tidy the seating area in your theatre and make sure enough seats are set up for the tickets sold.

Designate any reserved seats.

Inform the house manager when the house is ready to open so an announcement can be made. (Stage manager will be part of this decision too)

Opening the House

Make sure patrons are going into the correct show.

Once patrons are seated and the okay has been given by the stage manager, inform the box office that the house is ready to close. The house may not close until the box office gives their okay.

During the Show

Seat latecomers only during intermission. Let the box office know when you are seating for the second half of the show.

Post-Show

Exiting patrons must be encouraged to wait to see the artists in the lounge area, not in the hallway, for traffic flow.

Clear seating area of trash, turning in any found objects to the box office.

Rocha Dance Theater
jennyrocha.com

For more information:
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