

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.101A in Memorial Hall with a current resume.

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.

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 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.)

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: <i>List the hours you are available to work between 8am – midnight</i>						
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 _____	

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