



The Gerald W. Lynch Theater is seeking Usher Staff! **INTERVIEWS WILL BE HELD MARCH 6 AND 7, 2012**

Please submit a completed application to rshafi@jjay.cuny.edu or fax to 212-237-8981 with a current resume and class schedule.

Earn extra money while building your resume and skills. Work with real clients, event managers, and public audiences while watching dance, theater, and music performances.

Candidates must possess the following skills:

- Punctuality, discretion, and strong accountability for your work
- Ability to be still yet attentive for long periods of time
- Ability to prioritize your responsibilities and take initiative, prioritizing your value as a team member
- Ability to take direction from House Manager and adapt to daily change
- Strong customer service, diplomacy, discretion and dispute resolution skills. Ability to work with and respect various personalities and team members
- Attention to your personal and professional appearance (your person and your uniform)
- Ability to multi-task on a timeline while retaining a professional and calm demeanor

- You must be able to stand quietly for FOUR consecutive hours at a time.
- You must be willing to lift metal stanchion posts (about 7 lbs) and a sandwich board (with a teammate)
- You must be willing to turn your cell phone off for the entire shift. (Theater has house phones for emergency calls which can be used with House Manager approval.)
- You must own a white collared button-down shirt and black pants or skirt and comfortable professional flat black shoes, and a watch.

What does an USHER do?

Ushers facilitate a smooth and safe experience for theater-goers and rental clients.

- Prepare venue (lobby and theater) for events, including set up and dressing of tables, easels and posters, stuff programs, ensure your equipment is in working order and in proper place.
- Be an information source for audience; Be able to handle many requests simultaneously
- Direct and assist audience in various seating arrangements on deadline
- Enforce photography/silence/no-standing/no food policies
- Tear tickets with strict attention to the show and time and seating placement
- Control entrance and egress in an orderly manner according to fire-safety rules
- Be familiar with the theater and its facilities, fire escape routes, fire extinguishers, first aid kits
- Manage coat check and be responsible for guest belongings
- Oversee post-performance break down including clean-up and light trash pick up
- Maintain the usher room and your possessions/uniform in good condition

GWLT ushers are known in the theater community for our high standards of professionalism. Only those candidates who demonstrate such standards will be contacted.

USHER APPLICATION FORM GERALD W. LYNCH THEATER

Print or type- no cursive please. TODAY'S DATE _____

APPLICANT INFORMATION

First Name _____ Last Name _____

Last 4 digits of Social Security Number _____ GPA: _____

CONTACT INFORMATION

Mailing Address:

City _____ State _____ ZIP _____

Home # (_____) _____

Cell # (_____) _____ Work # (_____) _____

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: _____

AVAILABILITY: Please list the hours you are available to work on:

Mon Tue Wed Thu Fri Sat Sun

REFERENCES: Please list two professional references.

Name _____ Title _____

Phone _____

Name _____ Title _____

Phone _____

Thank you for your interest in becoming part of the GWL Theater staff. You will be contacted if your application is accepted to advance in the next step of the selection process.