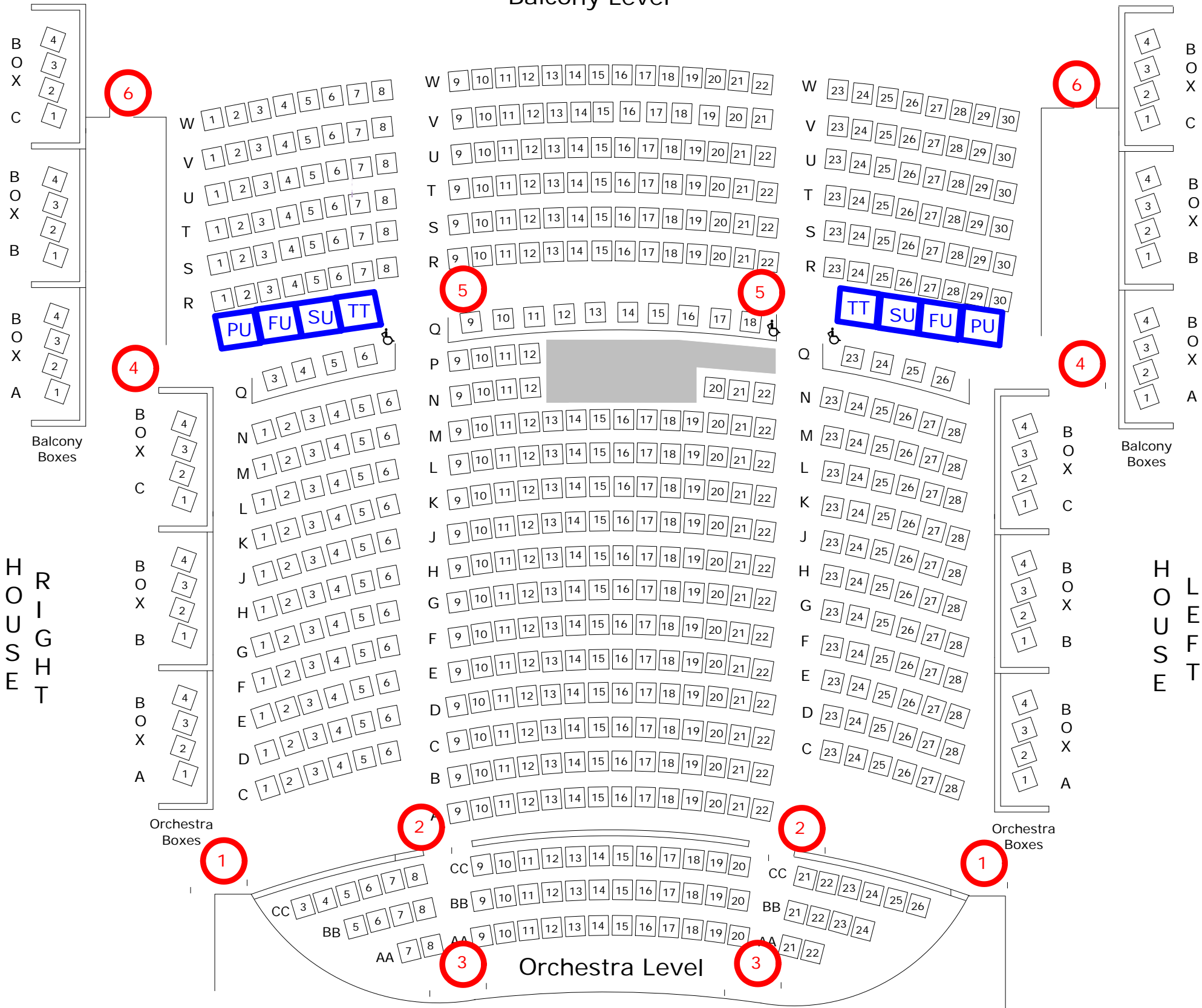
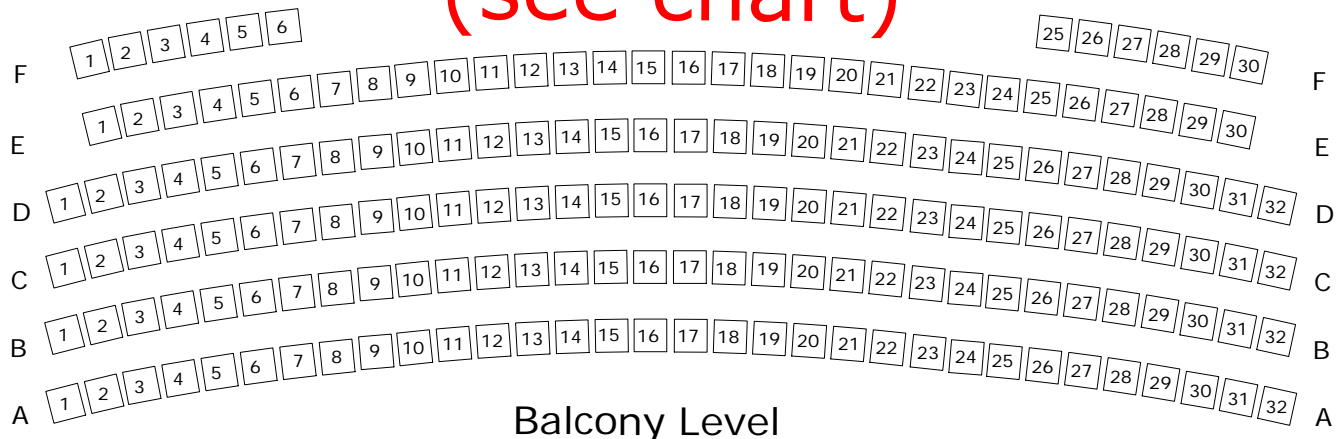


# Volunteer Locations (see chart)



Orch Pit	60	Balcony	170
Orch	311	Boxes	24
Terrace	179	Total	194
Boxes/Row Q	42		
Total	592		
		Theatre Total	786



Front of House – **USHERS, TICKET TAKER, COAT CHECK**

**Position Descriptions at a Glance & Locations**

Location	Pre Show	First Act	Intermission	Second Act	Post Show
<b>Program Usher</b>	<ul style="list-style-type: none"> <li>• Stuff programs</li> <li>• Hand out programs <b>Location 4</b></li> <li>• Welcome patrons</li> <li>• Close theatre doors</li> <li>• Watch for activity in the light lock</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in seating late comers</li> <li>• Take seat closest to the door</li> <li>• Escort patrons out &amp; into the theatre as needed</li> <li>• If there is an accident or incident, leave the theatre and find a staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Open inside doors</li> <li>• Secure stage door assisting patrons <b>Location 1</b></li> </ul>	<ul style="list-style-type: none"> <li>• Take seat closest to the door</li> <li>• Assist patrons as required</li> </ul>	<ul style="list-style-type: none"> <li>• Open theatre doors &amp; guard stage door until all patrons exit <b>Location 1</b></li> <li>• Pick up garbage and lost items</li> <li>• Unstuff programs</li> </ul>
<b>Floater Usher</b>	<ul style="list-style-type: none"> <li>• Stuff programs</li> <li>• Direct patrons to their seats</li> <li>• Stand near the top of the stairs <b>Location 5</b></li> <li>• Assist with accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Sit beside program usher ready to assist patrons</li> <li>• If there is an accident or incident, go to the patron with the issue and assure them that someone will be coming to assist</li> </ul>	<ul style="list-style-type: none"> <li>• Assist patrons</li> <li>• Be available near original location <b>Location 5</b></li> <li>• Close theatre doors</li> </ul>	<ul style="list-style-type: none"> <li>• Take seat beside Program Usher ready to assist patrons</li> </ul>	<ul style="list-style-type: none"> <li>• Assist patrons until all patrons exit <b>Location 5</b></li> <li>• Pick up garbage and lost items</li> <li>• Unstuff programs</li> </ul>
<b>Stage Usher</b>	<ul style="list-style-type: none"> <li>• Stuff programs</li> <li>• Stand at the bottom of the stairs <b>Location 2</b></li> <li>• Assist with patron needs in the 10 rows closest to the stage</li> </ul>	<ul style="list-style-type: none"> <li>• Sit beside the Floater Usher ready to assist patrons</li> </ul>	<ul style="list-style-type: none"> <li>• Stand at the stage Row AA (With back on the stage) <b>Location 3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sit beside the Floater Usher ready to assist patrons</li> </ul>	<ul style="list-style-type: none"> <li>• Stand at the stage Row AA (With back on the stage) <b>Location 3</b></li> </ul>
<b>Ticket Taker</b>	<ul style="list-style-type: none"> <li>• Open door and scan tickets (these may also be print at home or mobile tickets) <b>Location 6</b></li> <li>• Close theatre door when instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with late calls for 10 minutes after curtain</li> <li>• Sit beside the Stage Usher ready to assist patrons</li> <li>• If there is an accident or incident, apprise St. John's ambulance personnel of the location (usually in W 7,8)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Orch R:</b> sell ice cream until first bell sounds</li> <li>• Stand at doors watching for food &amp; drinks <b>Location 6</b></li> </ul>	<ul style="list-style-type: none"> <li>• Close theatre doors when instructed</li> <li>• Sit beside the Stage Usher ready to assist patrons</li> <li>• If there is an accident or incident, apprise St. John's ambulance personnel of the location</li> </ul>	<ul style="list-style-type: none"> <li>• Stand at the top of the light lock or just inside the theatre doors with the Program Usher's basket to encourage the recycling of programs. <b>Location 4</b></li> <li>• Assist with clean-up of the theatre picking up garbage and lost items</li> </ul>
<b>Coat Check</b>	<ul style="list-style-type: none"> <li>• Confirm cash float</li> <li>• Prepare hangers and racks with tags</li> <li>• Collect coats, hang them up and give patron ticket</li> <li>• Record and distribute Hearing Aid Devices</li> </ul>	<ul style="list-style-type: none"> <li>• Be available until 10 minutes after curtain unless instructed by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Communication centre</li> <li>• Be available so patrons can access their coats</li> <li>• Prepare coat racks for easy disbursement</li> </ul>		<ul style="list-style-type: none"> <li>• Return coats</li> <li>• Receive returned Hearing Aid Devices and check sheet</li> </ul>