Student Job Descriptions: Concert Usher

Report to: Concert Production Assistant

Special duties:

- Arrive at the specified time and report to the house manager
- Help set up the auditorium
- Familiarize yourself with the venue so that you can give directions, especially to restrooms and exits
- Familiarize yourself with the run time of the concert and intermission so that you can answer questions
- Help with program preparation, including adding inserts if needed
- Welcome the audience to the concert and distribute programs
- If the house is crowded, guide patrons to open seats
- Ten minutes before concert time, remove Reserved Seating signs and open reserved seats to the general public
- If the house is crowded, ten minutes before concert time start ushering patrons to seats that other patrons are holding for a companion

Payroll: This position reports time hourly each week in the online Student Employee system; verify that you submit hours to the ISM, not YSM