

# Developing, Supporting & Promoting the Arts



147 N. Rural Street Hartford, WI 53027 262-670-0560 FAX 262-670-0937 www.SchauerCenter.ORG

## FRONT OF HOUSE VOLUNTEER OPPORTUNITIES

### Ushers/Ticket Takers/Greeters

Front of House volunteers are responsible for learning the layout of the theater and facility in order to assist patrons. They are assigned a specific task and area of the theater at any given performance. These tasks include seating patrons, taking tickets, or directing patrons to the appropriate entrance.

No special advance training is needed. Time commitment is usually about 3-5 hours per performance, mostly evenings and/or weekends. Our Ushers, Directors/Greeters, and Ticket Takers are the first people that our patrons meet when they attend a performance, so it is crucial that they are friendly, patient, and people-oriented. Front of house opportunities are open to students and adults, ages 15 and older.

### Expectations of Front of House Volunteers:

- Ushers, Directors/Greeters, and Ticket Takers are at the performance primarily for the patrons. The show is an added bonus.
- Arrival is expected 75min before performance start time.
- Dress code is a white collared shirt and black slacks or skirt. Shirt must be able to accommodate a tie; the tie will be provided.
- Be aware at all times, of what is going on around you and report any problems to the House Manager.
- Be aware of fire exits and emergency procedures.
- Be ready to be friendly and have fun!

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**Please fill out this sheet if you are interested in volunteering, and return to:**

**Schauer Arts & Activities Center, Attn: Sarah Sebald  
147 N. Rural Street, Hartford, WI 53027**

### PLEASE PRINT

<b>Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone #</b>	
<b>Email</b>	

**Please check all that you are interested in:**

- Front of House – Ushering/Ticket Taker/Greeter