



## Usher/Fireguard (Part-Time)

### **About Us:**

The St. George Theatre Restoration Inc, a 501(c)3 non-profit organization, is dedicated to the restoration of the theatre and the development as a cultural and performing arts center for Staten Island and all of New York City by providing community outreach, educational programs, and public performances. We are a 1,903-seat performing arts center, hosting concerts, musicals, comedy, dance, children/family shows, film rentals and community events.

### **Job Description:**

**Ushers/Fireguards** are responsible for greeting audience members, checking their tickets, and guiding them to their seats. You will guide them to entrances, exits, and to the restrooms, settle seating disputes, guide the audience in emergency situations, keep the egress clear, check for safety issues, as well as ensure patrons are following phone and recording equipment rules required by the artist.

### **Major Duties and Responsibilities:**

- Inspect seats, all exit doors, and fire extinguishers near your area, prior to show time to make sure they are in working order.
- Direct patrons to their assigned seats quickly, being attentive to their tickets for section, row, and seat numbers. If a problem arises, please find the head usher and/or box office manager to assist you to find a quick solution to satisfy our theater patron.
- Late-comers will be seated at the discretion of the head usher.
- Stay aware of the movement of patrons during shows and have flashlights ready to light a path for them.
- Report any hazardous or dangerous situations to Security staff.
- Monitor patrons for smoking in the building and report to Security staff as it is strictly prohibited.
- Keep all aisles clear during each performance.
- Ensure that no strollers are brought into the theatre. Strollers, wheelchairs, walkers, etc. will be stored behind the Richmond County Savings Foundation Circle, Section A.
- Monitor the emergency exits, ensuring they remain clear from people or items blocking them.
- Assist in the event of an emergency.
- Stay at your assigned post during the show, being respectful of the performance and patrons around you.
- Photography is strictly prohibited in most situations. We will adhere to the artist's requests, which vary from show to show. Security will assist.
- Inspect the aisles after each performance. Turn in any items left behind to the box office staff.

**While performing the duties of this position, ushers are expected to stand for long periods of time, walk up and down the stairs escorting patrons to their seats, etc.**



**Required Skills and Qualifications:**

- Retail, customer service, and/or hospitality experience a plus.
- A friendly, positive attitude and demeanor.
- Strong communication, organizational and observational skills.
- High energy with the ability to work calmly and quickly.
- Ability to multitask.

**BECOMING A FIREGUARD**

You must be at least eighteen years of age to become a fireguard. After you are completely familiar with the duties of a fireguard, you may be asked to take the test. You will require a letter from the management to do so and will need to travel to MetroTech Center in downtown Brooklyn to take the test (address: 9 MetroTech Center, Brooklyn, NY 11201).

**TO APPLY:**

Qualified candidates should email letter of interest and/or resume to [jobs@sgtr.org](mailto:jobs@sgtr.org) with the job title for which you are applying in the subject line. We thank all applicants for their interest. Only those selected for an interview will be contacted.