

TE MATATIKI TOI ORA | THE ARTS CENTRE | OFF CENTRE | 3 – 5 MARCH 2023

Off Centre Contractor – Usher

\$22.00 per hour

Usher Job Description:

The Usher is responsible for welcoming guests and directing them to their seats. They check tickets, provide audience members with programmes, and tend to their comfort and safety. They also assist patrons in finding the restrooms, food and beverage facilities, and exits.

Responsibilities:

- Politely directing and escorting patrons to their seats.
- Providing patrons with programmes and other relevant materials.
- Checking assigned section for cleanliness.
- Visually sweep the venues to check for potential safety issues and lost and found items.
- Be aware of and enforce appropriate house rules.
- Remain at assigned post throughout the event
- Must be aware of, and follow, the proper procedures for assisting patrons with disabilities. - Attend any pre-event Usher meetings and other training as required
- Demonstrate an in-depth knowledge of the venue and a good understanding of evacuation procedures from all points within each venue.
- Moving chairs in and / or out venue and in place for next show.
- Other duties as directed.

PLEASE NOTE: This is a one-off event, and you will be classed as an event contractor / self-employed for the work. Therefore, you will be responsible for your own tax on your earnings. The work is non-ongoing.