# Western Canada Theatre Volunteer Usher Application Form 2016/2017 Season

| Name:  | Phone Number:    |  |          |           |                                       |                |
|--|------------------|--|----------|-----------|---------------------------------------|----------------|
| Address:   |                  |  |          |           |                                       |                |
| E-mail:  |                  |  |          |           |                                       |                |
| Why do you want to   | o volunteer fo   | or Western Canada Theat                                      | re?      |           |                                       |                |
|  |                  |  |          |           |                                       |                |
|  |                  |  |          |           |                                       |                |
|  |                  |  |          |           |                                       |                |
| What employment volunteer for Westo                                |                  | experience do you have t<br>neater?                          | hat wo   | uld enh   | ance your perf                        | ormance as a   |
|  |                  |  |          |           |                                       |                |
|  |                  |  |          |           |                                       |                |
| Please indicate if yo  | •                | f the following skills. Wh<br>T:                             | ile thes | se skills | are desirable, t                      | hey are not a  |
| Level 1 First Aid<br>Serving it Right<br>Marketing<br>Construction | _<br>_<br>_<br>_ | FoodSafe<br>POS System(s)<br>Data Entry<br>Technical Theatre |          |           | WHMIS<br>Sales<br>Carpentry<br>Sewing |                |
| Please confirm that  | you are able     | to commit to <b>ten</b> shifts (a                            | approxi  | imately   | 3 ½ hours each                        | n) this season |
| (September 2016 – August 2017) :                                   |                  |  | Yes      |           | No                                    |                |
| Are you interested in carpooling?                                  |                  |  | Yes      |           | No                                    |                |
| Are you interested in being on a "last minute" usher list?         |                  |  | Yes      |           | No                                    |                |
| Please list two non-<br>already works or vo                        | =                | nces that we may call. Fe<br>NCT:                            | el free  | to inclu  | ude anyone you                        | ı know that    |
| 1  |                  |  |          |           |                                       |                |
| Name   |                  | Contact number and/or email                                  |          |           |                                       |                |
| 2  |                  | - <del> </del>   |          |           |                                       |                |
| Name   |                  | Contact number and/or email                                  |          |           |                                       |                |

SEE OVER ⇒

Please mark the following positions that you are physically capable of doing:

### Ticket Taker □

- Must be pleasant and welcoming and able to able to multi-task
- Must be able to stand in one spot for up to one hour
- Must be able to check tickets for correct date and time, rip stub and direct patron to correct entrance door, left or right, quickly and efficiently
- Must be able to assist in evacuation by quickly and efficiently taking patrons with wheelchairs from the house, through the lobby and outside

## Seating Usher □

- Must be pleasant and welcoming and have a good knowledge of seating locations in the Sagebrush
- Must be physically fit and able to move easily through the theatre and up and down stairs, for thirty minutes at a time
- Must be able to physically assist patrons with mobility issues up or down stairs as required
- Must be able to assist patrons in wheelchairs, guiding them into the correct space
- Must be able to assist in evacuation by quickly and efficiently taking patrons with wheelchairs from the house, through the lobby and outside
- Must be confident, and able to use discretion, empathy and tact when ensuring that patrons who
  arrive late are seated according to the latecomer policy for that particular show
- Must be physically able to move up and down to assist latecomers, and patrons moving in and out of the theatre during a performance, for up to three hours at a time
- Must be able to assist in evacuation by opening exit doors as directed, and speaking confidently
  and clearly in a voice that can heard throughout the house, "This way out please, this way out
  please" and lead patrons out your designated exit door and to the designated marshalling area

#### Concession Usher □

- Must be pleasant and welcoming and able to stand for up to 45 minutes at a time
- Must be able to sell items and cash-handling in a fast-paced environment
- Must be comfortable using electronic POS machine and be able to follow all food-safe procedures
- Must be able to assist in evacuation by carrying emergency kit to the marshalling area

## Coat-check Usher □

- Must be pleasant and welcoming
- Must be able to stand in one spot for up to 60 minutes at a time
- Must be able to lift heavy items over the counter
- Must be able to keep track of tags and belongings in an efficient and accurate manner
- Must be able to assist in evacuation by carrying usher bag of belongings to the marshalling area

## Program Usher □

- Must be pleasant and welcoming
- Must be able to stand in one spot for up to 60 minutes at a time
- Must have a good knowledge of seating locations in the Sagebrush
- Must be able to tactfully and diplomatically stop prohibited items from being taken into the theatre
- Must be able to assist in evacuation by following the last patrons out of the audience chamber

| Signature: | Date: |
|------------|-------|
|            |       |