

## **FRIENDS OF THE LYRIC THEATRE VOLUNTEER USHER APPLICATION**

Thank you for inquiring about volunteering at the Lyric Theatre.

Our Usher Program is a vital part of The Theatre. We have a dedicated group of ushers who give their time and energy to our guests enabling them to have an enjoyable Theatre experience. Our ushers arrive at the Theatre one hour before performance time and remain until all guests have left and the Theatre is clean of trash. We work on a team basis with a team being established for each evening of the week. We will also be looking to establish teams for each day of the week when there are matinee performances. There may also be performances throughout the year for school children. In addition to the established daily/nightly teams there is a list of substitutes should a team member be unable to attend a particular performance(s).

Our Ushers MUST....

- Be a positive, enthusiastic, friendly person
- Be able to stand for at least 45 minutes
- Be able to hear, understand and follow the directions of the House Manager
- Be able to take tickets and accurately direct the guest to the appropriate seating section
- Be able to read the tickets and assist guests in the location of their seat
- Be able to listen to the guest, answer questions or refer them to someone who can
- Be able to walk short distances, (some stairs are involved when ushering in the lobby), to escort guests to their seat

Each year as new ushers are welcomed there will be an orientation scheduled. At that time new ushers will receive the Lyric Theatre USHER Handbook outlining the procedures. Following the orientation, new ushers will be invited to shadow a current usher for at least one performance.

New ushers will be assisted by fellow ushers and House Managers to become confident competent ushers.

If you would like to join our team of ushers, please complete the form on the reverse side of this letter. You may either return it to the Box Office at the Lyric Theatre or scan it to Volunteer Coordinator, [volunteer@lyrictheatre.com](mailto:volunteer@lyrictheatre.com). Should you have any questions please feel free to call Peter at (401) 439-1634 or email at the above address. Your information will be maintained and you will be contacted when an orientation for new ushers is needed.

Thank you for your interest in the Lyric Theatre!

*Peter M. Fournier*

Peter M. Fournier  
Volunteer Coordinator/House Manager

# Lyric Theatre Usher Application

Please print

Date \_\_\_\_\_

Name  
\_\_\_\_\_

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Phone #  
\_\_\_\_\_

E-mail address  
\_\_\_\_\_

Are you a full-time resident of the area? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what months are you in the area?  
\_\_\_\_\_

Are you interested in a matinee team, evening team (these are a weekly commitment), substitute status?  
\_\_\_\_\_

I have read the usher requirements list on the reverse side and am able to meet those requirements.

Signature \_\_\_\_\_

*Thank you for your interest and we look forward to have you join our team!*