

Position:	Usher/ Ticket Taker
Reports to:	Senior Manager, Production
Number of Positions:	6
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 21 – July 24, 2023
Rate of Pay:	\$15.50/hour, paid monthly
Schedule:	17-25 hrs/week, evenings, weekends, and holidays required

Position Summary

Under the direct supervision of the Senior Manager, Production and the Patron Services Associate (PSA), the Usher/ Ticket Taker will perform various customer service activities in support of Summer Arts. Typical duties include:

- Greet patrons, provide patrons with event and venue-related information, and ensure comfort and safety of patrons during events.
- Assist the PSA with the placement of event and venue signage.
- Assist the PSA with set up and strike of event-related receptions.
- Other event-related duties as required and assigned by the supervisor.
- The Usher/ Ticket Taker will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Individual must be punctual, courteous, spontaneous, dependable, and work well with a variety of personalities and temperaments.
- Some work may involve safely lifting and moving items weighing up to 20 pounds and standing for long periods of time, if candidate is able to do so.
- Some work in low-light areas and/or areas of restricted physical access.
- Previous customer service experience, knowledge of theatre etiquette, and knowledge of safety and emergency procedures, a plus.
- Required dress for ushers is a white or black top (no design) and black pants or skirt, and comfortable and quiet shoes and other accessories.
- May need to travel to off-campus performance venues.
- Attendance required at CSU Summer Arts employee orientation and usher training sessions.

Application Instructions

- Apply online with a cover letter and resume in PDF format by [clicking here](#).
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time. Apply by March 1, 2023 for full consideration.