Applications are currently being accepted to establish a POOL of Ushers for the Luckman Theatre. Applications for this position will be accepted on a continuing basis through 4/30/16.

September 17, 2015

Usher (Pool Position), UAS 1447
Luckman Fine Arts Complex

Salary Range: $9.00 - $14.00/Hourly

Work Schedule: On-call; hours to be determined; schedule varies; mainly weekends and evenings; non-exempt position. Appointment expires on/or before June 30, 2016 and is subject to renewal depending on the availability of funding. This position is not eligible for benefits.

Essential Functions: Under the general supervision of the house manager, the usher is responsible to welcome and accommodate audience members attending performances at the Luckman Theatre, Intimate Theatre and Luckman Gallery while knowing and enforcing all Luckman rules and regulations. The assignment is an on-call position, hired on an as needed basis.

Typical Essential Functions:

• Taking tickets from attending audience members.
• Seating audience members efficiently.
• Ensure audience safety.
• Assist with pre-show set up of tables and chairs on the Street of the Arts.
• Inserting programs and distributing programs as needed.
• Passing out Luckman surveys and marketing materials at selected performances as needed.
• Pick-up trash inside the theater auditorium following performances.
• Other duties as assigned.

Requirements: A completed employment application is required. Ability to communicate with the public and direct them in a polite and professional manner is mandatory. Must have the ability to make decisions quickly and maintain calm during the pre-show load-in. A background or participation in extracurricular high school activities such as music, drama and sports is encouraged. Must be proactive and possess an understanding of the needs of both the audience and the performers. Must have an ability to follow directions and be willing to make decisions based on the best information available to them. Fingerprints will be taken and checked by the California Department of Justice and the FBI. Incumbent is responsible for the fingerprinting fees.

Review of applications will begin September 21, 2015 and will continue until the positions are filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS employment application is required: http://www.calstatela.edu/univ/uas/hrmformtemp.php

You may apply to: uashr@calnet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.