

**Position Announcement:  
THE GENESEE THEATRE**

**WAUKEGAN, IL**

**POSITION:** Usher  
**DEPARTMENT:** Front of House Operations  
**REPORTS TO:** Box Office Manager  
**FLSA STATUS:** Part Time Temporary/Hourly Wage

**SUMMARY:**

The Genesee Theatre has an excellent and immediate opening for a part-time Usher at the Genesee Theatre in Waukegan, IL. Because they are one of the first points of contact, Ushers are responsible for providing exemplary customer service to patrons visiting the venue.

**MAJOR RESPONSIBILITIES:**

- Verifies, tears, or scans patrons' tickets for all events at the Genesee Theatre.
- Assist patrons to their seats in a quick and efficient manner..
- Provide accurate Genesee Theatre information to guests.
- Ensures that rules and guidelines of the theatre are being adhered to.
- Perform all other duties as assigned.

**QUALIFICATIONS:**

- Applicants must possess a high school diploma or equivalent.
- Must possess excellent organizational and communication skills, both verbal and written.
- Ability to prioritize and handle multiple projects and responsibilities simultaneously.
- Must maintain a professional demeanor and image, as this is a customer-facing position.
- Providing exemplary customer service must be of the utmost importance.
- Ability to work with limited supervision and as a team member.
- Requires ability to work flexible and extended hours including nights, weekends and holidays as required by event schedule.
- Functionality includes some moderate lifting and bending, as well as extended periods of standing and walking. Ability to climb stairs is essential.

**TO APPLY:**

This position is a Part-Time Hourly Pay position with no benefits. Resumes and references may be sent to:

The Genesee Theatre  
203 N. Genesee Street  
Waukegan, IL 60085  
Fax (847) 406-3156  
Email: [Larry.Frievault@genesee theatre.com](mailto:Larry.Frievault@genesee theatre.com)  
No Phone Calls, please

**The Genesee Theatre is an Equal Opportunity Employer M/F/V/D**

**Date Opened: 06/01/2014**

**Closing Date: 07/01/2014**