

**Please sign up for your positions online, or contact me, Xavier Verna, at the Ramsdell
231-398-9770 or xverna@RamsdellTheatre.org**

USHER

As an **usher**, you are an audience aid, working with the ticket collector to support and help patrons find their seats. Key areas include:

- Greet all patrons with a cheerful welcome
- Take tickets
- Assist patrons in finding seats
- Respond to patrons needs during showings
- Straighten public areas during shows
- Be aware and alert management of any public safety concerns

CONCESSIONAIRE

As a **concessionaire**, you will serve food and beverages to guest at the concession stand. Key areas include:

- Greet all patrons with a cheerful welcome
- Sales (cash)
- Clean up/set up of concession area
- Reconcile cash/inventory
- Be aware and alert management of any public safety concerns

TOUR GUIDE

As a **Tour Guide**, you will educate community members and visitors about the Ramsdell's history. Enthusiastic personalities are encouraged! Tours at the Ramsdell are fun, educational, inspiring, and essential to appreciate rich history in Manistee! **Tour guides** must be able to dedicate a significant amount of time learning the history.

NOTE:

- This job will require handling cash transactions. Must be a responsible adult
- This job will require the full knowledge and understanding of the Ramsdell's history
- This job may require significant training time

DOCENT

As a **docent**, you will be responsible for the safety of the artwork displayed at the Ramsdell. Guests will come to you with questions and you should be prepared to answer. You will assist the RRCA in ensuring:

- Guests can safely enter and exit the art gallery (usually Hardy Hall)
- Artwork is not to be touched
- Following any policies as set forth by the artist or collector
- Art gallery is locked and lights are turned off outside of 'showing' hours

BRASS SHINER

As a **brass shiner**, you will help in maintaining the public area to meet customer expectations. Key areas include:

- All brass in the Ramsdell Theatre
- Occasionally, help may be needed in the following areas:
- Wash windows and doors on occasion
- Dust and vacuum on occasion