



## **Dome Theater Usher Volunteer Job Description**

Description: Dome ushers assist dome and guest services teams in running shows for the public. They also help ensure that guests enter and exit the theater safely and that they have a pleasant experience in the Dome.

### Responsibilities:

- Create a welcoming, friendly and supportive environment for our guests of all ages
- Answer guests' questions about the Dome and its programs as well as provide pre-program information for waiting audiences
- Using an iPhone app and our sales system, check in and assist guests as they enter and exit the Dome
- Assist in seating groups making sure visitors are following Museum procedures
- Assist guests as needed should they need to leave/re-enter the theater for any reason

### Qualifications:

- Ability to create a welcoming, friendly, supportive environment for guests
- Ability to communicate well with the public and large groups
- Extremely comfortable working with computer technology
- Ability to problem solve
- Very reliable and responsible
- Comfortable using a microphone and two-way radio
- Must agree to and sign the Volunteer Agreement and the Health and Safety Agreement
- All volunteers over the age of 18 must undergo a background check before onboarding.

### Training:

All volunteers must attend one of the scheduled orientations. Training with the Dome staff will begin on your first scheduled day.

Minimum Age: 14

### Time Commitment/Hours:

Must be able to commit to a consistent, regular schedule (once a week or once every other week) for a minimum of six months.

Shift times: 10:30 a.m.-1:15 p.m. or 1:30 p.m.-3:15 p.m. when the Museum is open