

Job Profile

Job Profile Name:	Lead Usher
Job Code:	CADC-00007
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding programs and services offered.
2. Organizes schedules of ushers on a weekly basis. Trains and assists with selection of ushers.
3. Acts as liaison with organizer personnel.
4. Collects admission tickets.
5. Distributes programs.
6. Directs patrons to seats.
7. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work