

Position Description: Ushers

RESPONSIBILITIES:

- Ensure the timely flow of patrons in and out of the marquees/venues.
- **Artist Liaison Usher:** welcome writers and Chairs to the marquee and introduce to MC who will usher them to the stage
- **Sponsor Liaison Usher:** identify and look after individual session sponsors and escort them to writers' entrance for seating
- **Accessibility Usher:** assist patrons with accessibility requirements
- Be familiar with the program and provide information on the sessions running within the marquee
- Assist patrons to their seats
- Keep aisles and exits clear at all times (this is a council and safety requirement)
- Realign chairs between sessions and clean the marquee
- Give lost property to supervisor
- Help MC to change stage set-up between sessions: table/chairs
- Sweep and tidy stage area as necessary in liaison with MC