

## City of Torrance – James Armstrong Theatre

**Title:** Theatre Usher  
**Location:** James Armstrong Theatre

### **Position Overview and Impact:**

Fully equipped with flexible lighting, sound, and stage features, the 502-seat James R. Armstrong Theatre hosts all varieties of professional and community productions, as well as large-scale meetings, film screenings, and seminars. The auditorium's plush seating and superior acoustics ensure quality entertainment from every seat in the house, while the extensive backstage scene shop and dressing rooms provide critical resources for performing groups.

Your volunteer efforts assist the Cultural Arts Division in providing performing arts at the James Armstrong Theatre.

### **Key Responsibilities:**

- Ushering patrons to their seats.
- Set-up and clean up of concessions stand which sells a variety of pre-packaged snacks and beverages.
- Greeting patrons and taking tickets.
- Directing patrons to proper entry and exit ways.

### **Requirements:**

- Gracious people who can walk and stand for long periods of time.
- Able to work evenings and on weekends.
- Must be 14 years of age or older.
- If under 18 years of age, must submit parental consent letter to volunteer.
- If 18 years of older, must pass fingerprint background check.

### **Training & Support:**

On-the-job training is provided by the House Manager.

### **Time Commitment:**

Volunteers are expected to work at least one 3-4 hour shift per month, but length of time to the assignment is flexible.

**Benefits of Volunteering:**

Direct interaction with people all ages, socio-economic status, and ethnic groups; opportunity to see performing arts at the Armstrong Theatre.

**Contact Person(s):**

- Anita Moisen, Booking Manager/Volunteer Coordinator (310) 618-6339

**Selection Process:**

Apply online at

<https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>, select Theatre Usher as your assignment preference. Please provide specific information regarding your skills and experience in the application form.