

Oxted & Limpsfield Barn Theatre Company Co. Ltd

Role of the Auditorium Ushers

The Theatre has a strong preference that two Auditorium Ushers are rostered for each performance – seats N1 & N14 will be reserved.

Torches are provided – please make sure they are put back for re-charging.

Their role will be required to start 45 minutes before curtain up and must stay until the end of the performance.

One usher should be stationed just inside the rear door of the auditorium and the other in-between the two sets of doors from the Bar.

The principal requirements of the role are –

- Check tickets and assist Patrons to their seats
- Help ensure that no drinks are taken into the auditorium
- Instruct Patrons not to take photographs or use phones if doing so during the performance
- Monitor general well-being and safety of Patrons
- Assist in any Emergency Evacuation –
 - Responsibility is only for the downstairs auditorium
 - Ensure Patrons leave via the fire exits in a safe manner
 - Pay particular attention to wheelchair users, the elderly or infirm
 - As soon as the auditorium is clear of Patrons confirm to the FOH Manager or Duty Manager that the auditorium is clear of Patrons
 - Leave the Theatre and go to the Fire Assembly Point at Oxted School forecourt
 - Assist with re-entry to the Theatre when instructed to do so