Check list for Success:

___1. Fill out an application
___2. Turn application into A&L office during business hours 9-12 & 1-5pm M-F
   (Bldg. 402, adjacent to Campbell Hall), fax to 805 893-8637, e-mail
   A&Linfo@sa.ucsb.edu
___3. Get interviewed
___4. GET HIRED
___5. Bring the following to Laureen Lewis in Bldg. 402 between September 18-26, 2006:
   • 2 forms of ID (drivers license, passport, Social Security card, etc)
   • Work-Study Referral (may be printed out from the Financial Aid web site
     starting Thursday, September 15, 2005.)
___6. Attend the appropriate MANDATORY TRAINING session.
   • Arrive on time
   • Bring your schedule of classes & any scheduling conflicts
   • Wear your self-provided uniform (as stated under job descriptions)
   • Bring a note pad and pen
   • Most importantly bring yourself and a smile ;-) 
___7. Get scheduled and begin a great year with Arts & Lectures!

Some things to keep in mind about the job!

USHER:

1. Success at A & L requires excellent communication skills, people skills,
   dependability, ability to work with the general public, and the ability to work as a
   team with other ushers and management staff.
2. After training, ushers are responsible for: taking tickets at the door, seating
   patrons at performances, film screenings, and ticketed lectures, maintaining
   public safety of events, setting-up lobby tables, displays and merchandise prior
   to events, selling artists’ merchandise at events and assist concessionaire,
   becoming knowledgeable about A&L programs, and being able to
   communicate effectively and courteously with A&L patrons.
3. Ushers remain on duty throughout performances.
4. Ushers are required to work a minimum of 10 events per quarter.
5. Ushers are to provide their own uniform; consisting of clean, ironed, black pants
   (no denim), a clean, ironed white blouse/shirt with collar, a black blazer and
   nice, comfortable black shoes (no tennis shoes or high heels). Men must wear a
   tie. Neat appearance and dependability are essential.
6. Ushers may be asked to serve in a variety of backstage support positions
   including laundering and ironing artists’ costumes, offering production
assistance, and providing hospitality (shopping for and providing backstage refreshments for artists.)

7. This job requires evening and weekend hours. If you have or will have commitments other than classes, AND ARE UNABLE TO MAKE THIS TYPE OF JOB DEDICATION, PLEASE DO NOT APPLY.

8. Must have Work Study.

9. There will be a mandatory orientation and training on Wednesday, September 27, 3:00 - 6:00 pm, in Campbell Hall.

PUBLICITY DISTRIBUTION TEAM:

1. Post and distribute Arts & Lectures flyers, brochures, calendars, and posters on campus and in Isla Vista, Goleta, Santa Barbara and Montecito.
2. Expand and refine distribution routes.
3. Involves significant responsibility for the public visibility of the A&L program and its events.
4. Requires ABUNDANT INITIATIVE AND PHYSICAL ENERGY.
5. Comfortable shoes will be useful.
6. Some in-office work is required during regular business hours.
7. Campus and Isla Vista routes are walked or biked.
8. Must be able to drive and have own car (and auto insurance) for Goleta, Santa Barbara and Montecito routes; mileage is reimbursed.
9. Must have Work Study.

TICKET OFFICE ASSISTANT:

1. Requires excellent verbal skills communication and math skills, dependability, ability to work with the general public, accurate handling of money and tickets, computer literacy and ability to work on a computerized ticketing system after training.
2. Must be able to balance and reconcile ticket reports upon completion of training.
3. A commitment to this job is mandatory.
4. You are required to work 8-12 hours per week.
5. Ticket office assistants must be available to work at least three, two hour shifts per week, plus scheduled evening performances of 2 to 3 hours varying weekdays or weekends.
6. There will also be a required two day, two hour per day, training session in early September, dates to be announced.
7. Evening ticket office hours for performances require Ticket Office Assistants to provide their own uniform, consisting of clean, ironed, black or navy blue (no denim) pants or skirt and a clean, ironed white shirt/blouse with collar.
8. This job does require weekday and weekend work. If you have or will have commitments other than classes, and are unable to make this type of job dedication, please do not apply.
VOLUNTEER USHER:

1. Requires excellent communication skills, people skills, dependability, ability to work with the general public, and the ability to work as a team with other ushers and management staff.
2. After training, volunteer ushers are responsible for stuffing and passing out programs and seating patrons at performances, film screenings, and ticketed lectures.
3. Volunteer ushers REMAIN ON DUTY THROUGHOUT PERFORMANCES.
4. They must become knowledgeable about A&L programs and be able to communicate effectively and courteously with A&L patrons.
5. Volunteer ushers are required to work a minimum of 3 events per quarter.
6. Volunteer ushers are to provide their own uniform; consisting of clean, ironed, black pants (no denim), a clean, ironed white blouse/shirt with collar, a black blazer and nice, comfortable black shoes (no tennis shoes or high heels). Men must wear a tie. Neat appearance and dependability are essential.
7. Evening and weekend hours.
8. There will be a mandatory orientation and training on Wednesday, September 27, 3:00 – 6:00 pm, in Campbell Hall.

www.artsandlectures.ucsb.edu