

Electric City Playhouse

Greeter Duties

Please be at the theatre 60 minutes prior to performance time, 6:30pm for evening performances and 2:00 pm for matinees. The House Manager will give you a badge to wear. Please make sure you return the badge to the House Manager before you leave the theatre.

As the guests begin to arrive, please greet them cordially and direct them appropriately to the Box Office window, or the Will Call area. And, inform them that refreshments are available at the concessions stand. You are asked to simply make everyone feel welcome and let them know we are glad they are here. Smile, smile, smile!

While chatting and making small talk, take the opportunity to “sell” the theatre such as:

- Mention the upcoming events at the playhouse.
- Find out if they are a season members.
- Ask if they would like to become a volunteer?

Be willing to assist the concessions workers, if needed.

A person volunteering as a Greeter will receive one complimentary ticket for the evening/matinee show that he/she is working, provided that seats are available. On the occasion that seats are needed for paying customers, the worker will be offered a complimentary ticket for another show in the same run, if seats are available. In such case the volunteer would have to come to the theatre and would be given a seat at 10 minutes prior to production time when available; reserved seats are not available until that time.

Thank you for volunteering for the show. We appreciate you!