

HEAD USHER

Role

Organize and supervise Ushers in the gym while providing leadership and problem-solving.

Location

- Gymnasium

Responsibilities

- Before Convocation
 - Attend Leadership Team planning meeting if needed
 - Confirm list of volunteers (from lists provided by Ceremonies)
 - Attend volunteer meeting on June 2: lead break-out group for training
 - Attend rehearsal on June 4 and lead Ushers through duties
- During Convocation
 - Check in with the Volunteer Coordinator in the Hangar (Studio 1), **60 minutes prior** to ceremony and pick up gown, lanyard and stole
 - Meet with Ushers prior to ceremony and give final instructions
 - Supervise Ushers and troubleshoot where necessary
 - Help manage the flow of the Chancellor's procession on and off the stage so no one trips on the ramp.
 - Help manage flow of students onto the stage from their seats on the floor during the ceremony
 - Return gown, lanyard and stole to Volunteer Coordinator
- After Convocation
 - Attend recognition event
 - Gather comments and recommendations from Ushers and submit a debriefing report to the Ceremonies Office

Time Commitment: 3 hours per shift

