



Staff Brief: Theatre Assistant / Usher

Location: Theatres

About the Role:

Imagine standing just feet away as some of the UK's most inspiring Black business leaders take the stage, and knowing you're the reason everything runs like clockwork behind the scenes. As a Theatre Assistant / Usher you'll be right in the thick of every session, keeping speakers on time, audiences in their seats, and the whole room buzzing with energy.

This role blends the buzz of live event production with genuine people connection. You'll help control the pace of the room, support speakers through their AV needs, and make sure every attendee has a seamless, front-row experience.

Responsibilities:

- Take on the countdown timer notifier role, keeping a close eye on session timings and holding up signage to keep speakers perfectly on track
- Support speaker AV needs, including running the microphone during audience Q&A moments
- Usher guests to their seats with warmth and confidence, keeping the room flowing smoothly between sessions
- Work alongside the Theater Manager/Content Director to keep the day-to-day running of the theatre sharp and seamless
- Help create a slick, professional experience that both speakers and audiences remember
- Stay alert throughout each session, ready to flag and solve anything that needs attention

What You'll Gain:

- Experience working at a large-scale show
- Access to the UKBBS After-Party
- A reference for future work
- A UKBBS code to invite friends/family (once confirmed)