

Effective: 01/11/2022



Position Summary:

Our ideal candidate is someone who enjoys working with others, has strong interpersonal skills and is adaptable to varying responsibilities and assignments. An event staff employee will be supervised by an event manager who will assign roles such as: a ticket receptionist, guest greeter, health check attendant and other duties required by the venue.

In addition to job roles, event staff will likely be on their feet for the duration of an event and need a certain level of energy and enthusiasm to succeed. Adaptable

Reports to:

Operations Supervisor

FLSA Status:

Per-Diem

Qualifications:

- High level of attention to detail
- Strong organizational skills
- A positive attitude and strong interpersonal skills
- Strong verbal and written communication
- High energy and stamina
- Excellent critical thinking abilities
- Performing well under pressure
- Ability to efficiently multitask

Responsibilities:

- Being responsible for facilitating seating organization in respect to fire code regulations and working as an usher
- Being assigned various tasks by the House Manager or Operations Manager
- Upholding any necessary safety precautions
- Providing high levels of customer service
- Welcoming guests to the venue and receiving tickets
- Providing relevant information to event attendees
- Aiding in event packing after the event

Physical Demands:

- The employee will often stand; walk, reach with hands and arms, and frequently climb stairs
- The employee will frequently be required to verbally interact and listen attentively
- The employee will be required to lift at least 50 pounds
- Ability to see small objects at close range
- This is a physically demanding position which may require the ability to bend and/or twist the body, kneeling, crouching, stooping, and/or reaching

I agree by signing below that I have received a copy of and that I understand the wording of this job description.

Printed Name: _____

Employee Signature: _____

Date: _____