



Glendale Arts Job Description

Job Title:	EVENT STAFF TEAM MEMBER (ON-CALL)
Department:	Marketing & Events
Reports To:	Event Management Team
FLSA Status:	Non-Exempt
Wage:	\$14.00 per hour when acting as area captain \$13.50 per hour when acting as event staff \$12.00 per hour during initial training shifts
Classification:	On-Call

Position Summary:

The Event Staff Team Member will be responsible for participating in the set-up, teardown, and execution of the patron experience for events at the Alex Theatre. This may include handling equipment (tables, chairs, easels, stanchions, & red carpet), supervising volunteers, acting as usher staff, resolving patron issues, supporting concessions, and other front-of house needs.

Essential Functions and Responsibilities:

- Setting-up of event layouts & equipment in our common areas including forecourt, lobbies, auditorium, and others.
- Supervising volunteer ticket-takers, ushers, and other patron support positions.
- Solving patron issues and concerns.
- Assisting with stocking concessions.
- Typical shift is 4-5 hours.
- Other duties as assigned.

Qualifications & Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Education and Experience

- High School diploma or General Educational Development (GED) equivalency required.
- Previous theatre or event experience preferred.

Knowledge and Skills

- Excellent customer service & teamwork skills.
- Ability to work in a fast pace environment.

Other

- Must be 18 years of age or older.
- Available to work weekday evenings, weekends, and some weekdays and holidays.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Concessions Event Staff Team Member is regularly required to use hands to finger, handle, or feel; reach with hands and arms, talk and hear. The employee is frequently required to stand for long periods of time, climb and descend narrow stairs in dim lighting conditions, and to sit, stoop, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus and to see in dim lighting environments. The employee will regularly use a two-way radio handset or headset.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Event Staff Team Member is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.