JOB DESCRIPTION
Event Staff

Facility Name:	**VENUWORKS OF CEDAR RAPIDS, LLC.**

JOB INFORMATION

Job Title:	Event Staff	Department:	Front of House
Reports To:	Jessica Carney, Event Manager	FLSA Status:	Exempt ☐ Non Exempt ☒
Prepared By:	Janna Graber, Human Resources Specialist	Date Prepared:	7/22/2016
Approved By:		Approved Date:	

SUMMARY
Responsible for providing assistance to clients and patrons of the facilities before, during, and after events. Responsible for scanning tickets, directing customers to seats, restrooms, first aid, and other locations as needed. Monitors and controls crowds as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
1. Take tickets or count patrons as they enter the building.
2. Perform visual review of patrons to ensure no contraband items are allowed in the building.
3. Assist patrons in finding their seats.
4. Provide directions to various areas of the facilities.
5. Monitor exit doors to prevent persons without tickets from entering facilities.

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:
1. Keep all aisles clear allowing for constant movement by patrons.
2. Work closely with other event staff, police, and EMTs to ensure the safety of patrons.
3. Assist patrons to emergency exits in case of evacuation.
4. Communicate housekeeping and potential hazards to operations staff.
5. Complete incident reports and other administrative paperwork.

SUPERVISORY RESPONSIBILITIES
None

QUALIFICATIONS
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.
1. Must work with building users and patrons in a courteous manner.
2. Ability to remain calm in stressful situations.
3. Remain at assigned position until relieved or dismissed.
4. Enforce building policies and fire codes.
5. Ability to protect and secure facility and its contents in addition to protecting the performers, patrons and staff.
6. Must be familiar with evacuation procedures and patron safety.
7. Must be available to work a varied schedule based on the event calendar.
8. Must be able to work outdoors.
9. Must be able to communicate utilizing two-way radio equipment.

EDUCATION and/or EXPERIENCE
1. High School diploma, GED or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working telephone and e-mail address accessible by building management personnel for business contact and scheduling purposes.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

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 position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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 the essential functions.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:			Date:	