

We are now hiring for our 2022 Special Events Team!!

Position Summary: Works under the direction of the Associate Director to ensure that shows and events meet or exceed the standards of quality upheld by the Cannon Center for the Performing Arts. Theatre Event Staff will perform a wide range of routine duties associated with customer service at the theatre. Positions include ticket scanner, ticket sales, usher, greeter, merchandise associate, front and back of house monitor, administrative assistant, hospitality associate, program associate, box office associate. All positions typically work on an on-call basis at specified events and event staff will routinely be assigned more than one position depending on event needs and availability.

Duties and Responsibilities

- Enforces theatre and event policies
- Scans tickets at entry points
- Sells tickets in box office
- Assists guests with seat locations,
- Monitors guests during performances
- Greets guests at entry points and direct to proper seating locations
- Monitors access to specific areas
- Distributes programs and playbills
- Assists theatre and tour personnel with merchandise sales
- Assists with pre and post show VIP functions
- Assists with will Call, VIP tickets, guest services etc. in box office
- Provides special event assistance for specialized tours, programs etc. as needed.
- Light housekeeping duties
- Performs other duties as assigned or directed.

Knowledge, Skills and Abilities

- Ability to work in a fast-paced busy environment with environmental conditions such as noise, heights, low-light and large crowds
- Friendly/ outgoing personality and willingness to engage patrons
- Able to follow written and verbal instructions
- Dependable
- Good customer service skills that enable one to handle a wide variety of personalities and situations requiring tact, diplomacy, friendliness, poise and firmness.
- Ability to work well individually and as a member of a team.
- Willingness to learn and disseminate theatre, RCC and event information
- Exceptional communication skills
- Must be proficient in windows, MS-Word, Excel, Outlook and other standard office equipment.

Environmental Conditions and Physical Demands:

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 job functions.

All positions require a flexible schedule that will include nights and weekends.

Moderate physical activity. Requires handling of average weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.

Position may require traversing stairs, steps and inclines repeatedly throughout a shift

Work may involve exposure to dirt, dust, fumes, strobes, loud noise

Some positions require reading and walking in low light situations

MMG is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

Job Type: Per Event / On Call \$15/hr

Please follow this link to submit an employee questionnaire

<https://form.jotform.com/212205296733049>

