

# EDMONDS CENTER FOR THE ARTS

## Announces the following EMPLOYMENT OPPORTUNITY:



<b>POSITION:</b>	<b>EVENT LEAD</b>
<b>CLOSES:</b>	Wednesday, August 25, 2010 @ 5:00 p.m.
<b>EMPLOYMENT STATUS:</b>	Part-Time Hourly
<b>SALARY &amp; BENEFITS:</b>	\$10.00 – \$12.00 per hour
<b>REPORTS TO:</b>	Patron Services Manager
<b>SUPERVISES:</b>	Front-of-House and Concessions Staff, and Volunteers

### **JOB SUMMARY:**

Edmonds Center for the Arts Event Leads are responsible for providing the center's audience members and clients with superior customer service. Event Leads are responsible for overseeing concessions, bar, and merchandise sales. The development and training of volunteer ushers and concessionaires is also an essential component of this position. Strong organizational and communication skills are essential and required. A friendly, positive, and helpful attitude toward staff, volunteers and audience members is critical to this position. Applicant must obtain a class 12 mixologist permit from the Washington State Liquor Control Board as a condition of employment.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Event Management**

- Develop, nurture and manage a team of volunteer ushers
- Assign volunteer duties for all ECA performances
- Ensure that emergency procedures are in place and that each staff member and volunteer usher is properly trained to handle emergencies
- Manage front-of-house for ECA performances
- Insure that an outstanding level of customer service is maintained at all times, by all employees and volunteers
- Setup and breakdown of tables, chairs, and other event related materials. Applicant must possess the physical ability to perform these tasks on a regular basis.

#### **Special Events and Meetings**

- In partnership with ECA administrative staff and technical crew, coordinate set up, serve and break-down for all meetings and events taking place in ECA's theatre and lobby. This will involve regular lifting, carrying, and setup of a variety of items of varying sizes and weights.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extremely strong planning and organizational skills, attention to detail
- Excellent customer service skills
- Excellent management and interpersonal skills, friendly demeanor
- Flexible schedule and some on call work; reliable transportation (primarily evening and weekend hours, with limited weekday hours required )
- Ability to work independently as well as in a collaborative environment
- Ability to stand for prolonged periods, and the ability to regularly lift and setup chairs, tables, and other event related materials.

### **EDUCATION AND EXPERIENCE:**

- Minimum two years progressive experience in the service industry required, previous theatre (preferably house management) experience preferred

### **WORKING CONDITIONS:**

Position will require mostly evening and weekend hours

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer.

**APPLICATION REQUIREMENTS:**

Please send **cover letter** describing qualifications, **resume**, two **references** and a **completed ECA Application Form** (available for download at [www.ec4arts.org](http://www.ec4arts.org)) to *ECA House Manager Search, 410 4<sup>th</sup> Ave N, Edmonds, WA 98020, or e-mail: [joe@ec4arts.org](mailto:joe@ec4arts.org). No phone calls please*

**Please note:** Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Center for the Arts of the need.