

# Event Services Staff (Part-Time)

## Responsibilities

- Ticket Scanning
- Bag Checking for Prohibited Items
- Usher Duties
- Security

Non-Essential Functions:

- Other duties as assigned

## Qualifications

- Ability to work flexible schedule based on events, including nights, weekends, and holidays as needed
- Ability to follow basic instruction and direction
- Ability to stand for extended period of time
- Communication skills
- Ability to function in a fast-paced, high pressure environment
- Dependable with reliable transportation

### **INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The intellectual/social, physical demands and work environment characteristics 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.

#### **Intellectual/Social demands:**

While performing duties of this job, the employee is continuously asked to multi-task under time constraints and with moderate to high pressure situations. Position requires constant attention to precise details and accuracy of specified standards including: following verbal, written or diagram instruction, following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. This position also requires frequent use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally with clients.

#### **Physical demands:**

While performing duties of this job, the employee must communicate with patrons and be professional at all times. Employee will frequently move about inside and outside various areas of the facility before/during/after events to interact with internal/external clients and supervise the work of employees; position will require employee to occasionally stand for several hours at a time. Employee will occasionally be required to assist other staff with situations when they arise. Employee will constantly communicate via telephone, email and in-person with others and exchange accurate information. Employee will occasionally as maintenance, operations, emergency situations or business demands lift up to 75 pounds.

#### **Work environment:**

The duties of this position are performed primarily indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate

during non-event days and when not operating equipment and moderate to loud during event days when equipment is in operation.

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