

CITY OF TEMPE

Temporary Employment Opportunity



Community Services • Cultural Services • 700 W Rio Salado Parkway • (480)350-2829 • TDD (480) 350-8400

Event Attendant - Temporary City of Tempe / Tempe Center for the Arts

Opening Date: Ongoing

Closing Date: Until the needs of the City are met

Hourly Wage: \$10.50

Work Schedule: Varies; evenings and weekends are required

This is a Temporary Non-Benefitted position

Experience & Training: Six months of work or volunteer experience is preferred with experience in one or more of the following areas being highly desirable: event attendant, theater, hotel, restaurant or other closely related customer service field.

Equivalent to the completion of the twelfth grade; supplemented by training or coursework in customer service or other related field is helpful.

Essential Job Functions:

- Greet guests, tear tickets, assists patrons and give accurate directions; remain in assigned area for duration of shift
- Actively participate in the safety of patrons, volunteers and staff in the facility. Understand guidelines and role in front of house safety procedures including basic first aid, accessibility guidelines, evacuation, 911 protocol, etc. Complete pre-show check list at beginning of each shift, reporting any concerns to the manager on duty
- Contribute in the operational activities of the front of house including assisting patrons with disabilities, stuffing programs, prepping seating areas, stocking coat check, responding to patron requests and other duties as assigned
- Provide information about the facility and general area, resolve basic patron challenges; inform the manager on duty of advanced issues; inform manager on duty, Patron and Client Services Coordinator and/or Cultural Facilities Administrator of challenges with patrons, staff and facility
- Assist with set-up and strike of tables and chairs
- Regularly attend front of house staff meetings and trainings
- Perform related duties as assigned

Applicant Requirement:

Requires successful completion of selection process; completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION TO:
City of Tempe
Tempe Center for the Arts
700 W Rio Salado Parkway
Tempe, Arizona 85281**

**For questions, please contact:
Sally Garrison/Patron and Client Services Coordinator
Sally_garrison@tempe.gov**

An equal opportunity/reasonable accommodation employer