

Warren County Public Library
Front of House Event Staff
Job Description
September 2023

Reports to:

Theater Manager

Classification:

1099 Independent Contractor

Hours vary based on operational needs

Requirements:

- Must be 21 years of age or older
- Cash handling experience
- Excellent customer service skills
- Ability to communicate effectively
- Ability to work evenings and weekends
- Basic computer skills
- Exceptional interpersonal skills and a friendly demeanor
- Physical stamina and high energy levels, ability to stand for long periods of time
- Good problem-solving skills
- Ability to perform under stress
- Excellent multitasking ability
- Conflict management skills

Conditions of Employment

- Must be able to pass a background check.

FOH Staff Responsibilities:

- Sell and/or scan tickets and welcome guests
- Supervise student workers
- Work with vendors and entertainers to ensure their needs are met
- Work as an usher by directing guests to their seats and ensuring adherence to fire code regulations (ie. guests are not blocking exits, etc.)
- Ensure the theater, lobby, restrooms, and concession areas are clean and organized before and after the event
- Adhere to event safety standards.
- Work the concession stand and serve food and drinks (if needed)
- Provide useful information to event-goers
- Occasionally operate movie equipment
- Reconcile cash drawers at the end of the event

Compensation:

\$18.00 per hour.