

**Event Staff**  
**Kanbar Center for the Performing Arts**  
Position Description

The Event Staff Substitute is an hourly position within the Kanbar Center for the Performing Arts division of the Osher Marin JCC. The Event Staff Substitute reports to the Event Sales & Operations Supervisor and/or the Event Lead Position, and works closely with the Kanbar team to set, maintain and breakdown events. Most shifts are evening and weekend hours and include Kanbar performances, Special Events (Rentals) and JCC departmental programs. Event Staff represent the JCC during events and must keep a clean and professional appearance. Uniform shirts are provided.

**Responsibilities**

- Execute set ups according to schematics and itineraries including but not limited to setting up tables and chairs, moving sound equipment, setting up lighting equipment, stocking food and beverages as well as brewing coffee.
- Carry a radio and stay in constant communication with Kanbar staff, Facilities and outside security personnel, using established communication techniques.
- Occasionally act as a communication hub by overseeing the Front Desk after JCC hours.
- Maintain all event areas including the Hoytt Theater, Plaza J, JCC Kitchen, restrooms and Swig Field **(if needed) during events.**
- Perform custodial/janitorial cleaning duties of JCC facility and function as a member of the Maintenance staff, as needed.
- On occasion, function as a Stagehand or Technician.
- On occasion act as point of sales for concessions using ipad/square.
- Perform other duties as assigned by the Event Sales and Operations Supervisor, Production Manager, or Facilities Supervisor.
- Perform parking attendant duties, as needed.
- Maintain designated storage spaces.
- Perform event breakdowns according to itineraries and JCC standards including but not limited to breaking down tables and chairs, washing dishes, storing food and beverages, sweeping, mopping, vacuuming, trash removal as well as resetting all furniture to the JCC's standard.
- Maintain professional communication within team and with JCC members and guests.

**Qualifications**

- Ability to communicate clearly, both verbal and written.
- Ability to respond quickly to scheduling requests.
- Ability to read, follow and execute schematics, itineraries and task lists.
- Ability to multi-task, troubleshoot, keep a cool head and a **good sense of humor!**
- Outgoing personality and comfortable working with diverse clientele, friendly and helpful.
- Dependable and able to work independently.
- Knowledge of audio and visual equipment and/or theatrical lighting a plus.
- Ability to lift and move up to 75 pounds.
- Ability and desire to maintain a professional appearance.
- Availability to work with short notice and on nights and weekends.

**Salary and Benefits**

- \$14 per hour, depending on experience.
- Staff working on a regular weekly basis may be eligible for Fitness Center benefits.