



PALATINE PARK DISTRICT Job Announcement

Theatre Facility Attendant Cutting Hall Performing Arts Center Part-Time Position

JOB SUMMARY

The Theatre Facility Attendant (FA) is an entry level class within the Theatre Customer Service series performing duties related to the appearance, safety, healthy environment, and cleanliness, as well as the basic operations of the theatre facilities.

The FA is a part-time, year-round (or seasonal) position with various, flexible hours, depending on activity in the facilities, including possible evening and weekend hours. Due to the nature of the performing arts, hours may vary widely. The FA reports to the Theatre Coordinator. Over the course of a calendar year, the FA will be limited to under 1,000 total hours, which is an average of under Twenty (20) hours per week, Monday through Sunday.

RESPONSIBILITIES

Theatre Facility Attendants may perform all of the noted duties and/or may be required to perform additional or different duties from those set forth in the following to address business needs and changing business practices: answer general public inquiries in person or via the telephone concerning all Park District activities; monitor the facility operations and execute the opening, ongoing, and closing procedures; monitor and execute tasks for the Scene Shop organization, safety, cleanliness, and daily facility custodial duties including responsible for all cleanings of lobby, auditorium, scene shop, dressing rooms, green room, rehearsal room, back hall, tech office, storage areas, stairwells (mopping, sweeping, vacuuming, dusting, empty trash cans, etc.), bathrooms (toilets, sink, urinals, etc.); monitor entire facility and execute tasks for any ongoing custodial duties; unlock and lock exterior facility doors and rooms within facility; execute basic set-ups, assist technicians with set-ups, where necessary, maintain a neat and orderly work environment, maintain any daily paperwork or computer files and tasks, and other duties as assigned.

Apply online at palatineparks.org under the Jobs tab, Part-time.

Closing Date: Open Until Filled

Compensation: \$10.00 per hour

The Palatine Park District is an Equal Opportunity and Reasonable Accommodation Employer