

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
THEATER EVENT/BOX OFFICE/ HOUSE MANAGER	\$20.00	07-24-2015

OGDEN ECCLES CONFERENCE CENTER Full-Time with Benefits

JOB SUMMARY Under direct supervision of the Executive Director, the Theater Event/Box Office/House Manager will be responsible for managing all Theater Event, Box Office and House activities.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) The Theater Event/Box Office/House Manager will perform the following duties: Will Open Box Office in the morning and manage it throughout the day. Will assist in Box Office accounting procedures (close, bank, etc.). Will develop ads and posters for Peery's Egyptian Theater Events (PET). Will coordinate box office schedule for other box office associates. Will coordinate volunteer usher schedule. Will receive definite accounts from Director of Sales. Will coordinate details of assigned accounts with clients in order to complete Banquet Event Orders (BEO's). Will attend weekly BEO meeting to review with other departments. Will communicate details with all other departments through BEO's, memo and e-mails. Will work with Theater Production Manager to forward details and client requests for the theater. Will coordinate food and beverage requests with Food and Beverage Departments, including concessions requirements. Will perform duties of House Manager during all PET events, to include: assignments of volunteer Ushers, ticket takers and will call. Will arrive one hour before client and thoroughly review BEO to make sure the lobby and house is set correctly, signs are posted, lights are set, room temperature is comfortable, restrooms and private boxes are clean and ready, and any other requirement requested by client is met. Will be on-site during the event and while clients are in the building. Will check with other departments (kitchen, banquets, and operations) during the event to make sure that they are on schedule. Will coordinate with Food and Beverage to ensure that all food and beverage orders by client for artists or private boxes are on-time and food presentation is up to standards. Will respond and handle any emergency situation and accidents. Will enforce State liquor law requirements. Will ensure that fire and safety codes are met during the planning, set-up and actual event. Will schedule pre- and post-convention meetings with all departments and clients, as needed. Will coordinate with food and beverage, production manager and accounting to ensure that billing information is correct and invoices are completed and accounting is notified. Will close out files and return to Director of Sales for survey results and future solicitation. Will perform other duties as assigned by Executive Director.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree having an emphasis in public relations, communications, arts management or related field. AND Two years of progressively responsible experience in event planning, theater events and ad design. OR Any equivalent combination of education or experience.

Must have an understanding of desktop publishing, and be able to interact with all related aspects in the preparation of print and electronic publications. Advanced oral and written communications skills. Ability to collaborate and build consensus within a team.

SPECIAL QUALIFICATIONS Position is event driven and requires irregular schedules, including evenings, weekends and holidays; adjustment of shifts, overtime, breaks, etc., may be required on short notice.

TOOLS AND EQUIPMENT USED Computer knowledge of Word, Excel, and Microsoft Publishing preferred,, telephone, fax machine, and calculator

PHYSICAL DEMANDS The physical demands 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: August 7, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING
REQUIRED