

130 W. College Ave.  
State College PA 16801  
814-272-0606

**Job Title:** Event Staff

**Direct Report:** FOH Manager

***Summary:***

The Event Staff team is a group of hard-working, highly motivated individuals who assist in the **day-of-show** operations including **bar and concession sales** at The State Theatre. The types of events include, concerts with national touring artists, movies, movie events, rentals and private events.

***Event Staff Responsibilities:***

- Event preparation and setup.
- Guest communications.
- Event execution including **bar and concession sales**.
- Venue clean up and reset.

As the first faces guests see upon arrival, our Event Staff team are equipped to answer any questions guests may have during the check-in process, and serve as ambassadors of The State Theatre culture. With excellent communication skills, hospitable attitudes, and a detailed understanding of each specific event, the event staff team is there to provide a welcoming and safe environment for everyone from attendees to tours.

***Event Staff Duties - General:***

- Handles door ticket sales and will-call orders.
- Operates ticket selling platform, and POS system.
- Checks guests in, and verifies tickets at the door.
- Provides a clean and safe environment for both guests and tours.
- Cleans, sanitizes, and resets the venue after an event has ended.
- Provides marketing materials for upcoming events to guests as they exit.
- Sells venue and artist merchandise as required.
- Answers questions and escalate guest issues in a prompt, courteous, and professional manner.
- Has a working knowledge of the venue's policies.
- Day of projects as assigned by FOH Manager.

***Event Staff Duties - Bar and Concession Sales:***

- Takes food/drink orders and serves alcoholic beverages and draft beer.
- Demonstrates high level focus on satisfying patron requests in a timely manner.
- Verifies legal age requirements for all customers.
- Provides a positive, friendly, high level guest experience by interacting with patrons.
- Maintains a clean and organized bar to streamline service and maintain a sanitary environment.
- Limits customer problems by restricting alcohol intake and attempting to curtail inappropriate behavior.

***The Ideal Candidate:***

- Will have experience, participation, or interest in any facet of the live music or entertainment industry.
- Past experience in the bar and hospitality industry or similar fields.
- Customer service experience.
- Outgoing personality and professionalism with customers and team.
- Adaptability to various event and guest needs.
- Solution-minded approach to problem solving.
- Ability to work in high-traffic, loud and noisy environments.
- Hours are part-time and can vary dramatically week to week.
- Must be available to work multiple shifts; with weekend and evening availability.
- Applicants must be 21 years of age or older.

***Compensation:***

*\$15/Hr. part-time*

***Application Process:***

*Please submit your resume, cover letter, and references to [hire@thestatetheatre.org](mailto:hire@thestatetheatre.org)*

*Resumes without a cover letter will not be accepted and will be discarded.*