



Job Title: Event Staff
Department: Facilities & Operations
Reports To: Senior Operations Manager
Job Status: Part-Time; Exempt

Company Description

The Tobin Center for the Performing Arts has transformed performing arts in San Antonio delivering a world-class venue and world-class performances for all. The Tobin Center strives to excite all ages, cultures, lifestyles and income levels with performance by many different artists in a wide variety of genres.

The Tobin Center's mission is to provide state-of-the-art facilities and services in support of its major tenants: San Antonio Symphony, Opera San Antonio, Ballet San Antonio, Classical Music Institute, and Youth Orchestra San Antonio and other nonprofit performance companies. To be self-supporting, The Tobin Center also presents commercial programming and rent facilities to for-profit organizations. In addition to hosting publicly ticketed events, The Tobin Center plays host to a number of private events, including galas, dinners, dance parties, weddings, and corporate buyouts.

The Tobin Center is comprised of three venues and three additional buildings.

- HEB Performance Hall - 1,751 seated or 2,100 general admission capacity performance space in the HEB Performance Hall. The main floor is convertible from a traditional, raked theater seating to a flat floor for banquet or cabaret style accent concert seating.
- Carlos Alvarez Studio Theater - 259-seat black-box theater with numerous stage and seating configurations.
- Will Naylor Smith River Walk Plaza - adjacent to San Antonio's famous River Walk for plaza casts, film festivals, receptions, and wedding receptions.
- Administration Building - three level office building that houses the Tobin Center's administration staff as well as provides offices for the Ballet San Antonio, Symphony San Antonio and Classical Music Institute.
- Tobin Garage - six floor, 560 space parking garage. The garage is operated and maintained by LAZ Parking. The First Baptist Church occupies the majority of

the first floor built-out space. Remaining space is leased to a restaurant group that will open in the near future.

- “Laotian Building” - single floor building for storage and leasing opportunities located between The Tobin Center and The Tobin’s parking garage.

Job Description:

Event Staff are under the direction of The Tobin Center’s Senior Operations Manager. The primary objectives of Event Staff are to greet guests upon arrival, acknowledge the appropriate admission badge or credential and allow only authorized guests’ entry into the venue. Responsibilities also include providing general information and assistance to guests. As an integral member of our team, this position will help enforce the policies and procedures of The Tobin Center. He/she should possess the ability to work independently and as a team member. Event Staff should possess the willingness and flexibility to work with a diverse population of guests, vendors, clients and Tobin Center staff.

Essential Duties & Responsibilities:

- Allow appropriate entry into building. Greet guests and address any questions or concerns.
- Consistently survey work areas for any hazards or issues that may exist/arise.
- Keep aisles clear of guests during performances.
- Assist in the exiting of all guests after a performance is over.
- Assist with artists’ entry and departure while providing a secure environment during artists’ stay on property.
- Demonstrate an understanding of the policies and regulations of the facility and enforce policies and procedures of The Tobin Center.
- Enact the Emergency Action Plan by knowing and understanding evacuations routes and procedures.

Qualifications:

High School graduate

Ability to work nights and weekends

Schedule & Working Conditions:

This is a part-time position and hours vary based on event schedule. Flexibility and willingness to work long and irregular hours and days, evenings, weekends and holidays as needed.

Physical/Mental Demands:

The physical and mental 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.

- Standing and walking for extended lengths of time.
- Lifting, pushing, pulling and moving objects up to 30 lbs.
- Ability to communicate effectively.
- Ability to make quick decisions in a fast paced environment.

Links: www.tobincenter.org

Communication:

Mail resumes to The Tobin Center offices at:

115 Auditorium Circle
San Antonio, TX 78205
Attn: LuAnn Stidham

Or email to: LuAnn.Stidham@tobincenter.org