



**Job Title:** Event Staff  
**Department:** Facilities & Operations  
**Reports To:** Event and Safety Operations Coordinator  
**Job Status:** Part-Time; Exempt

**MISSION:**

The mission of The Tobin Center for the Performing Arts, a non-profit arts organization, is to provide a world-class venue that promotes a diverse range of cultural, educational, and artistic experiences that improve the quality of life in San Antonio. To fulfill its mission, The Tobin Center established Tobin Entertainment LLC to generate additional financial support for Tobin Center programs and ensure quality arts entertainment is available to the public in performing arts centers and other venues throughout the United States.

**DESCRIPTION:**

Situated along the banks of the San Antonio River in the heart of the city, The Tobin Center for the Performing Arts transformed arts in San Antonio. Its stunning architecture, creative interior design and lighting, exceptional acoustics, and blockbuster talent from around the world attracts widely diverse audiences from San Antonio and the region.

The remarkable flexibility of the 1,750 seat H-E-B Performance Hall, with its distinctive “flat-floor” capability, opens the door for performances and events of almost any sort. The acoustics can be “tuned” to fit the performance and the physical set-up of the performance hall; and the sound insulation throughout The Tobin Center enables simultaneous use of the Performance Hall, the Studio Theater, and the River Walk Plaza.

Audiences can see and hear performers and performances of every kind at The Tobin Center for the Performing Arts.

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

- HEB Performance Hall – 1,750 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, 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.

### **TOBIN ENTERTAINMENT LLC:**

Tobin Entertainment LLC., the off-site tour and promotion division of The Tobin Center for the Performing Arts, was created to generate additional financial support to drive meaningful change in San Antonio through Resident Companies, Generation Next, and diverse community outreach.

Tobin Entertainment partners with performing arts centers and other venues all over the United States to bring quality entertainment to the public. Tobin Entertainment LLC currently operates in 70 cities in 29 states nationally.

### **Job Description:**

Event Staff are under the direction of The Tobin Center’s Event and Safety Operations Coordinator. 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](http://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](mailto:LuAnn.Stidham@tobincenter.org)