



Opera House & Event Staff

Dept: 710 Community Development

Division: Community Development

Level: L1 FLSA: Non-Exempt

Job Code: 158

Reports to Director Community Development

General Summary:

Under general supervision performs customer service duties at the Opera House and other City Special events including assisting with food and beverage service, guest attention, and overall logistics in the following positions:

Box Office Attendant, Ticket Check, Steward, Usher, Cashier, Bartender, Merchandiser.

Also helps to do light cleaning in the Theatre after performances at the Opera House.

Reports to the City's Chief Financial Officer concerning financial matters as well as the Community Development Director or Special Events Coordinator during performances.

Work schedule: 5-15 hours a week (varied), mainly weekends

Primary Duties & Responsibilities:

Must be 18 years of age and have completed at least 3 years of High school with 1-3 months of general customer service experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Must be proficient with computer operation for ticket sales, check in/out, and other customer service functions.

Must be open to new ideas, plans, teammates all while showing sound judgement through explanation, demonstration and rational.

One must be detailed, self-motivated and directed with ability to follow all safety and operational procedures demonstrating critical thinking skills.

Must present a professional appearance, positive and welcoming attitude, with the ability to speak or interact with a diverse group of customers or via phone in a fast-paced environment

Ability to work well with department heads, managers, co-workers, presenting themselves as representatives of the City of Abbeville in personal and professional endeavors.

Strong attention to detail with flexibility of changing job functions and professional desire to learn best practices and responsibilities of each

Responsible with strong work ethic, ability to multitask under time constraints and provide appropriate and timely customer service.

and willingness to serve, setting an example to others including timely arrival to scheduled and on call shifts are imperative. to provide appropriate and timely customer service.

Awareness and knowledge of departmental policies, event procedures, activities, and general office procedures including but not limited to accounting procurement, sales, and other monetary transactions.

Working Conditions:

Conducts most duties in an office environment with no significant exposure to environmental conditions. Limited exposure to the elements when working Festivals and outdoor events. No travel is required.

Requires ability to work under a degree of stress related to duties that require constant attention in a fast-paced environment.

Ability to dispense alcoholic beverages and control service to ensure accordance with alcohol laws and City policies. Failure to do so can result in immediate termination.

Job requires the operation of standard office equipment, including a computer and point of sale system. And lifting or moving items up to 10 pounds. Other physical/mental requirements may apply.

Must pass a thorough background investigation, pre-employment drug screen and physical exam.

The City of Abbeville is an Equal Opportunity Employer

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned or required.

This position is Part Time with varying schedule mostly Thursday- Sunday

Position is not eligible for health benefits.

Hourly rate of Pay \$11.00

Part time work does qualify for South Carolina Retirement System.