FLAGLER AUDITORIUM POSITIONS AND QUALIFICATIONS

Office/Box office: Help Auditorium staff with clerical activities, responsible for all phone related activity, voice mail and website message retrieval passing the messages on to the appropriate personnel or responding to the queries.

Qualifications: Ability to follow detailed directions, positive and collaborative team attitude, clerical skills, and excellent customer service skills. Possess a very personable, pleasant and polite telephone manner, proficient in the English language, and for some tasks, computer literate.

Hospitality: Setup dressing rooms and Black Box prior to an event, food & beverage service for our performers and their crew prior and during events, and tidy up after events.

Qualifications: Possess excellent customer service skills and neat professional appearance.

Special Projects: Holiday preparations, assistance for parades, manning festival booths, distributing flyers, obtaining gifts from merchants for raffles, serve on committees, fundraising, mass mailings, and staple program inserts.

Qualifications: Neat professional appearance, excellent customer service skills, desires to be of service to the Auditorium.

Parking attendant: Directing traffic flow, ensure patron exit is open; ensure special designated parking areas are followed.

Qualifications: Dependability, able to stand for at least 60 minutes, withstand Florida weather conditions, able to respond quickly and appropriately in emergency situations, aware of safety and security issues, enjoys interaction with people, courteous, polite, and tactful with a positive attitude, and possess excellent customer service skills.

Concession: Restocking food and drink, selling snacks and beverages before and during shows, cleaning concession area and preparation room at end of the event, tallying sales, reconciling purchases, submitting monies to box office.

Qualifications: Personable, trustworthy, flexible, neat appearance, able to handle sales and money, and possess excellent customer service skills.

Ushers: Collect tickets at door, distribute programs, escort ticket holders to seats, resolve disputes, provide handicap assistance, and handle emergency situations, enforce late seating policies* and no use of electronic devices (camera cell phones), remain for the entire program, pick up programs after the show, and purchase appropriate equipment i.e. flashlights.

Qualifications: Positive attitude, flexibility, friendly and courteous with guests, staff and peers, physically capable of performing all usher tasks, able to stand for 90 minutes, bend and lift up to 5 pounds, able to read small print in low light, easily walk up and down stairs without assistance, able to hear, understand and follow verbal directions, able to troubleshoot problematic situations, and to be alert and think quickly in an emergency, and possess excellent customer service skills.

*Doors open ½ an hour before each performance. Once the performance has started late comers will be held at the back of the theater and seated between applauds. Our Box Office will remain open throughout intermission.