



Stage Door Attendant – PART TIME

The **Stage Door Attendant's** primary role here at DPAC is to assist the security, operations and production departments in providing general event day support by monitoring entry and exit at the stage door, checking staff & crew in, bag searches and screening. You'll also be providing information and directions to staff, vendors and performers. This position is on a per event basis and DPAC currently has scheduled over 200 events for 2022.

This event part time position would report to the Security Coordinator or Director of Operations and would work collaboratively with the entire DPAC operations team.

Overall Objectives:

An employee in this position must be able to perform all the essential job duties listed below with or without reasonable accommodation and independently; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Monitors stage doors; grants access to DPAC by authorized persons; opens and unlocks facility, and closes and secures facility as assigned.
- Inquiries about suspicious persons or activities; restricts and prevents access of unauthorized persons.
- Answers phones and communicates with staff by radio; informs supervisors, house managers or leads of any problems as they arise.
- Checks, logs and tracks vendors, contractors, stage crew and event performers/staff to the DPAC Backstage and facility.
- Checks bags, issue bag check claims, check in approved visitors and operate the magnetometer and hand wand.
- Monitors and operates surveillance and communications equipment, including a closed circuit television system, computerized door access system, fire and emergency alarm system, and a multi-channel radio base station.
- During emergency, communicates with Security, Operations and 911 personnel.
- May provide leadership and guidance to on boarded staff and assist with orientation of new members of the work group.
- Performs other duties which may be necessary or desirable to support the agency's success.

Minimum Requirements:

The ideal candidate should possess:

- Knowledge of office computers, security monitoring systems, fire response procedures (including use of fire extinguishers) and safety procedures.
- Ability to work effectively with information management systems and adapt quickly to system changes and updates.



- Ability to make appropriate decisions and lead others in emergency situations.
- Ability to interact effectively with diverse groups of promoters, actors and the public and remain calm, professional, and polite even with dealing with rudeness from others.
- Ability to work accurately in time-sensitive settings.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work various hours, including days, evenings, late nights, overnights, weekends and holidays.

Working Conditions: Continuously required to sit for extended periods of time; hear and/or respond to verbal/audio cues; see and/or respond to visual cues. Frequently required to reach with hands and arms; read computer screens and security monitors. Occasionally required to stoop, bend and kneel; stand and/or walk for extended periods of time; perform repetitive motions of hands and wrist. Rarely lift, push, pull and/or carry objects up to 50 pounds; exposed to outside weather condition; extreme cold and/or heat.

THE ORGANIZATION:

Our Vision: We believe in great entertainment experiences. We want to be our guests' favorite place for live events.

Our Mission: To present one-of-a-kind, live entertainment events. From Broadway to concerts, comedy to family shows – 'there is something for everyone' at DPAC.

Our Values: Quality and service. We deliver these values with warmth, friendliness and an attention to detail that is the hallmark of our legendary red carpet customer service.

DPAC is committed to a workplace where everyone is free from bias, prejudice, discrimination and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity and Inclusion.

To Apply:

The position will remain open until filled.

If interested, please fill out the DPAC Employment Application Form.