



TOWER THEATRE | PONYBOY

Job Title: Event Staff

Department: Operations

Job Summary:

The Event Staff team is a group of hard-working, highly motivated individuals who assist in the day-of-show operations at Tower Theatre. This team is responsible for event preparation, execution, and guest communications. As the first faces guests see upon arrival, our Event Staff team are equipped to answer any questions guests may have during the check-in process, and serve as ambassadors of the Tower Theatre culture. With excellent communication skills, hospitable attitudes, and a detailed understanding of each specific event, the event staff team is there to provide a welcoming and safe environment for everyone from attendees to tours.

Responsibilities and Duties:

- Event setup and preparation
- Handles at-the-door ticket sales and will-call orders
- Checks guests in and out at the door
- Ushers guests to their seats
- Attends to guest communications and way-finding during each event
- Provides a clean and safe environment for both guests and tours to enjoy
- Cleans, sanitizes, and resets the venue after an event has ended
- Provides marketing materials for upcoming events to guests as they exit

Qualifications:

- Customer service experience
- Availability to work evenings and weekends
- Adaptability to various event and guest needs
- Solution-minded approach to problem solving
- Positive attitude and drive to contribute to the welcoming environment
Tower Theatre is known for providing
- Ability to work in high-traffic, noisy environments
- Excellent communication skills

Compensation: Part-time, hourly rate

Compensation Scale: \$10/hr-\$15/hr

To Apply:

Please email your resume and a cover letter to: hire@towertheatreokc.com. Please use the subject line "Interview Request - Event Staff"