

**TOWER THEATRE**

425 NW 23RD ST. SUITE 209 OKC, OK 73103

**PONYBOY**

423 NW 23RD ST. OKC, OK 73103

**BEER CITY MUSIC HALL**

1141 NW 2ND ST. OKC, OK 73106

Job Title: Venue Rep**Department:** Operations**Direct Report:** Operations Director**Job Summary:**

Venue Reps work directly with Venue Management and the Operations Director to ensure day to day operations, concert/events, hospitality, settlement are executed to the highest standard. The Venue Rep leads diverse teams on shift to represent and execute their roles in a way that follows the Company's mission and values. The Venue Rep is hard working, self starting, and has the ability to handle multiple projects simultaneously in a high stress environment.

Responsibilities and Duties:

- Decision making and problem solving for duties for concerts across all venues- working directly with Operations Director and Venue Management
- Manager on Duty responsibilities while on shift coordinating with internal and external teams
- Facilitate outside hospitality with food and beverage team
- Work directly with our Production Managers to ensure the highest Audio/Lighting/Video quality while maintaining safe practices
- Artist settlement and reporting
- Lead security teams on shift to ensure safe effective execution of events
- Responsible for maintaining proper room set-up, transitions, and cleaning
- Responsible for day of show guest lists, VIPs, and media passes
- Coordinate with the marketing dept. on day-to-day operations such as marquee, handbills, etc.
- Weekend/on-shift ticketing and email support including but not limited to: Know Before You Go emails, refund requests, ticket build updates.
- End of Day Reporting to Director team

Qualifications:

- Past experience in the music industry or similar fields
- Managerial experience
- Proficiency in Google Suite and web-based applications
- Knowledge of event planning and production needs
- 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 a welcoming environment
- Ability to work in high-traffic, noisy environments
- Excellent leadership and communication skills

Compensation:

Part time - contract - \$200/day

Please email your resume and a cover letter to: hiring@towertheatreokc.com Subject line: "Interview Request - Venue Rep"