Job Title: Event Door Host (Part-Time, Hourly Contract)  
Reports to: Senior Director, Patron Services and Patron Services Manager

PURPOSE OF THE JOB:

ESSENTIAL JOB FUNCTIONS:
- Greet Kauffman Center patrons as they enter the building prior to performances
- Screen required credentials prior to entry, i.e. Vaccination Credentials, Photo ID, and/or other non-ticket credentials required prior to entry
- Escalate conflicts or complications to appropriate on-site management

ESSENTIAL SKILLS and ABILITIES:
- Strong verbal and interpersonal communication skills, and the ability to explain current policies concisely and politely
- Strong conflict resolutions skills
- Ability to sit or stand for extended periods of time, climb stairs, reach, twist, walk
- Ability to quickly read, synthesize, and evaluate information from multiple documents accurately and efficiently

EXPECTATIONS
- Work effectively with general public during the event entry process
- Able to work varied days and hours, on weekends and some holidays.
- Able to work independently and collaboratively

PREFERRED QUALIFICATIONS
- Minimum of 1-year experience in a supervisory or policy enforcement role
- Experience dealing with a customer base in face-to-face interaction
- Experience using de-escalation while maintaining professional, friendly, and helpful demeanor
- Experience in event management, teaching, retail, or customer service

WORK SCHEDULE
This part-time position will require flexible hours primarily in evenings and on weekends. Schedule will vary based on employee’s availability and event-based shift schedule.

COMPENSATION AND BENEFITS
This position is part-time, contract employment with a starting hourly wage of $15/hr. Completion of a Federal W9 form will be required prior to service.

For inquiries please contact hr@kauffmancenter.org
ORGANIZATIONAL VALUES
Adheres to and promotes the organization’s values (see below):

<table>
<thead>
<tr>
<th>Own it, get it solved</th>
<th>Aim for excellence</th>
<th>Be enthusiastic</th>
<th>Act with respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>Striving to improve or meet a standard of excellence</td>
<td>Flexible</td>
<td>Service</td>
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<tr>
<td>Honest communication</td>
<td>Motivated</td>
<td>Fun</td>
<td>Considerate of others</td>
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<tr>
<td>Transparency</td>
<td></td>
<td>Embraces new ideas</td>
<td>Treat others with dignity and care</td>
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<td>Trustworthy</td>
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<td>Work toward shared goals</td>
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<td>Responsible</td>
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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.