



JOB TITLE: Stagedoor - PT

STATUS:	NON-EXEMPT <input checked="" type="checkbox"/>	EXEMPT <input type="checkbox"/>
	PART-TIME <input checked="" type="checkbox"/>	FULL-TIME <input type="checkbox"/>

Direct Resumes to: sweber@pittsburghsymphony.org

Night and Weekend Availability is a Must

JOB PURPOSE AND REPORTING STRUCTURE

This position reports to the Assistant Hall Manager for Rentals and Scheduling.

The purpose of this position is to ensure a secure backstage atmosphere for musicians, soloists, Broadway performers and third party rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handling operations relevant to each day's activities, such as reviewing schedule, opening rooms, turning on lights as necessary
- Maintaining a constant vigil at entrance, limiting access to both stage door entrance and loading dock to authorized personnel only
- Greet visitors and patrons, direct them to the appropriate areas of the Hall and monitor their movement/location in the backstage area, always keeping the security of the performers and performance staff in mind
- Distributing and retrieving of all backstage room keys
- Maintain guest sign-in
- Securing all doors and turning out all lights backstage at end of shift, following performance, or whenever theatre is closed for the night
- Distributing mail and interoffice communication to Pittsburgh Symphony Orchestra members and other backstage personnel
- Taking messages for backstage personnel in their absence, requiring familiarity with regular employees, and visiting companies upon arrival
- Accepting deliveries for staff whose offices are located backstage
- Referring inquiries and visitors to administrative office entrance when necessary
- Familiarization with the Emergency Procedures Manual and personnel phone listings
- Familiarization with use of emergency oxygen equipment and fire alarm system
- All other duties as assigned