

Facility Event Associate

Pittsburgh Opera is seeking motivated, reliable, and friendly candidates to occasionally assist with rental events at our Strip District Headquarters. Rental events may include weddings, fundraisers, corporate talks, etc... Facility Event Associates would be expected to collaborate with the Facility Manager and Production Coordinator to provide excellent customer service and support throughout an event.

Candidates must be comfortable working independently as they will likely be the only staff member on site for a portion of the event. This position is also often physically demanding, requiring lifting, bending, walking, and standing. Events are typically Saturday nights during the summer with occasional weekday/weekend rentals during the Sept-May season. Experience in events and/or the entertainment/performing arts industry is helpful but not required.

Responsibilities may include:

- Interact and communicate effectively with clients, vendors and guests
- Direct cars and pedestrians in the garage
- Set-up/tear-down and/or move tables, chairs, and other equipment
- Assist with Lighting equipment needs as applicable
- Maintain a comfortable and safe environment, adjust building systems as necessary
- Enforce building rules such as no smoking in the garage, no tape on the floor, etc.
- Keep the space clean during/after an event, restock restrooms, and remove garbage as needed
- Secure the building during/after an event
- Report any issues immediately to the Director of Production/Production Coordinator

Pay Rate:

- \$18 per hour

Dear Colleagues,

We are once again in need of some additional part-time help with our rentals throughout the year and would like to start by asking internally to see if anyone might know of someone looking for this type of work. I've included a description/list of duties for the position below.

Please be aware this is a casual position, and we cannot guarantee a certain number of hours on a regular basis. Shifts are typically 8 hours but may vary depending on the circumstances, scheduling is flexible and generally based on availability. This is a great opportunity for someone who is looking to make a little extra money every so often, mostly during the summer months. We also offer on-the-job paid training which could start within the next month.

If you know of someone who might be interested, please let me know and ask them to send me a resume along with their contact information. We will then consider each applicant and interview accordingly. Ideally, we're looking for candidates who you know and trust to represent us during rentals as well as take good care of our building/equipment. For this reason, we are not posting a public job listing at this time.

If you have any questions, please don't hesitate to reach out.

Thanks!

~Steve/Phil/Sarah