

THE CHAPPAQUA PERFORMING ARTS CENTER

TO: ALL QUALIFIED CANDIDATES
FROM: THE TOWN OF NEW CASTLE
SUBJECT: JOB POSTING – PART-TIME EPIC AMBASSADORS

Position: Part-time Theater Help

Responsibilities:

- Usher
 - Provide an experience that is comfortable, distraction-free, and picture-perfect by ensuring guest service is friendly, helpful, and fast
 - Control access to the theater by greeting guests, directing guests, and tearing tickets
 - Assist with crowd control and seating of guests in theaters, while politely enforcing the Theater's no cellphone policy
 - Monitor auditoriums for picture/sound quality, temperature, lighting, and guest behavior
 - Provide knowledge about the theater, including its amenities, features, and history
- Concessions
 - Handle customer's concessions transactions, including taking orders, pouring drinks, popping popcorn, etc.
 - Clean, restock, and maintain concessions stands
 - Open and close concessions stand
- Clean Team
 - Ensure the restrooms are clean and properly stocked with toilet paper, hand towels, etc.
 - Work alongside the Clean Team Supervisor to clean the theaters between shows
 - Vacuum, spot-clean, dust, wipe down areas, and empty trash cans inside/outside the building
- Events
 - Work with the Events Manager and/or the Events Coordinator to ensure all meetings, parties, and other events are well-planned and efficiently executed
 - Set up and take down for meetings, parties, etc. as directed
 - Provide an experience that is comfortable and distraction-free

Qualifications:

- High energy, "can-do" attitude, flexibility, teamwork, and attention to detail
- Desire and ability to work hard, both individually and as a team, as well as desire to learn and grow

Compensation:

- Part-time positions ONLY
- Wage Range: \$14 - \$16 per hour

The Town of New Castle is an Equal Opportunity employer.

To Apply:

Please send application for EPIC Ambassador employment to Jill Shapiro at

JShapiro@mynewcastle.org.