



Front of House Attendant (Seasonal, June)

The Princeton Symphony Orchestra (PSO), widely regarded as one of New Jersey's finest arts organizations, is a highly successful, professional, per-service orchestra. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series, lectures and events for the community, and robust education programs reaching over 10,000 students annually. The PSO values its partnership with the Youth Orchestra of Central New Jersey (YOCJ). Each June, the PSO presents the Princeton Festival, a multi-genre performing arts festival.

JOB TITLE

Front of House Attendant (Seasonal, June)

POSITION

A Front of House Attendant's role is to be responsible for welcoming, seating, and ensuring the safety of patrons during performances while providing exemplary customer service to all patrons of the PSO as well as preparing the site for visitors both prior to and following events. This is a part-time, temporary position for performances that take place during the Princeton Festival in June 2024. This position reports to the House Manager(s).

ESSENTIAL JOB FUNCTIONS

- Be the first point of contact for patrons, welcoming them to the Festival.
- Scan patrons' tickets.
- Direct and escort patrons to their seats.
- Provide patrons with programs and other relevant materials such as ADA services.
- Be aware of and enforce appropriate house rules.
- Must be aware of, and follow, the proper procedures for assisting patrons with disabilities.
- Assist with Front of House and general event set-up and breakdown, including Pop-up Tents, tables, chairs, and box office equipment.
- Attend pre-event Front of House meetings and other training as required by management.
- Remain at assigned post throughout the event to be able to provide patrons with assistance.
- Visually sweep the performance space after the concert to check for potential safety issues, cleanliness, and lost and found items.
- Maintain knowledge of performance venues including parking, directions, and accessibility.
- Stay current on events scheduled for the Festival and other PSO programs in order to accurately answer patron questions.

QUALIFICATIONS

- Applicants must be 16 or older and authorized to work in the US.
- Customer service experience, preferably in the ticketing, entertainment, non-profit arts or hospitality industries.
- Superb organizational skills, attention to detail, and the ability to plan and prioritize.

- Demonstrate professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences.
- High standards of integrity, credibility, and reliability.
- Excellent time management skills including commitment to attendance and punctuality.
- Works well independently and in a group setting, a true team player.
- Strong written and verbal skills.
- Ability to initiate interactions with patrons.
- Must have a valid driver's license and a reliable form of transportation.
- Ability to work a flexible schedule including days, evenings and weekends.

PHYSICAL REQUIREMENTS

- Must be able to lift 20+ pounds.
- Must be able to stand and exert well-paced mobility for multiple consecutive hours at a time.

COMPENSATION

This is a part-time, temporary position for performances that take place as part of the Princeton Festival. The Princeton Festival takes place June 7-22, 2024, with training and orientation taking place prior to June 7, 2024. Applicants must be available to work a minimum of five days a week during those dates. Total hours will be approximately 25 hours/week. Pay: \$15.50/hour

Shifts will occur within the following hours:

- Mondays - Saturdays: 4 pm – 11 pm
- Sundays: 1 pm – 7 pm

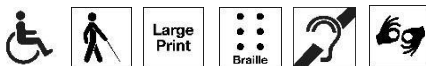
OTHER

The Princeton Symphony Orchestra follows government guidelines regarding the COVID-19 pandemic, and at its discretion may implement policies for employees and on-site contractors that exceed those guidelines.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "FOH Attendant" in the subject line. **Applications will be reviewed beginning February 26th, and will continue until all positions are filled.**

The PSO reserves the right to run background checks before and during time of employment. All applications will be treated as confidential. Electronic submissions only – no phone calls. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.