

Part-Time Event Usher

DEFINITIONS:

This position is part-time only; it is limited to less than 1,000 hours per calendar year. It is not eligible for benefits such as paid vacation, retirement, health insurance or paid sick leave.

This position works a variable schedule as needed. There will be no set weekly schedule or guarantee of weekly hours.

This position is not a path to full-time employment with the Bell County Expo Center. There is no warranty of promotion.

This position pays \$7.25 per hour and is eligible for overtime pay when more than 40 hours are worked in a week. Management will avoid overtime when possible. All work calls have a four hour minimum.

DUTIES:

Provide the primary level of patron assistance and an excellent customer experience.

Examples of tasks:

- greet patrons, validate and take tickets
- count and record tickets as they are collected
- provide guidance to seats
- provide patrons with directions or other venue information
- ensure public safety
- control access to exits and restricted areas
- provide assistance to patrons with special needs
- respond quickly and courteously to patrons' needs, questions, comments or concerns with answers and/or action
- other tasks and duties assigned by management

Part-Time Event Usher (cont'd)

REQUIREMENTS:

- enjoy working with the public
- ability to effectively communicate in English, spoken and written
- ability to stand for extended periods of time (4-6 hours) and ability to repeatedly climb stairs in seating area
- ability to function (read tickets and perform other job duties) in dim light (with provided flashlight) and a very loud environment
- maintain cell phone service and provide telephone number to Expo supervisor (work schedules may be posted through text messaging)
- access to reliable transportation (there will be evening shifts)
- ability to work widely variable hours
- meet I-9 eligibility to work in the United States
- adhere to Expo Drug and Alcohol Policy

DRESS CODE

Employees must wear black long pants and a white shirt (button front or pull over, not a t-shirt). Employee will be provided an usher vest for each shift.