

Theater Staff Member Job Description

KPAC seeks a part-time staff member for days, evenings, and weekends with an average of 10 - 15 hours per week. Work hours will vary depending on programming.

The Kenworthy Performing Arts Centre, Inc. (KPAC) is Moscow's premier historic, downtown, community performing arts venue and cinematic art house dedicated to hosting and providing high quality arts experiences to residents of and visitors to the Palouse region.

KPAC staff members prepare the theatre for various film screenings, rentals, performances, special events and meetings. Duties will include running the KPAC box office, concessions stand, projection and event set up. A KPAC staff member works part time and maintains positive customer relationships by utilizing exemplary customer service skills.

Responsibilities include:

Sell box office and concession items to all guests in a professional and friendly manner

Operate a cash register and credit card equipment; include making change and balancing receipts at the end of each shift

Perform daily theatre maintenance duties, including cleaning, inventory stock and restocking work stations as needed

Perform set ups of tables, chairs and other equipment necessary for events

Maintain awareness of daily event schedules

Operate projector, sound & light equipment and all other related equipment in the theatre

Distribute literature to patrons and answers questions in response to inquiries about the Kenworthy, shows, and events

Update signage on the theatre's marquee

Positively represent the organization to the customer and community

Assist with other functions as instructed by the Executive Director/Operations Manager/Team Leader

Qualifications:

Overall positive and professional attitude

Ability to work in a fast-paced environment and collaborate effectively as a team member

Ability to work efficiently under little to no supervision

Possesses good analytical, interpersonal, and customer service skills

Ability to stand for long periods of time

Some heavy lifting up to 50 lbs. may be required

Must be able to work nights & weekends and holidays as needed

Due to specific job duties applicants must be 19 years or older

To apply, send a cover letter, résumé, three references, and availability to [hiring@kenworthy.org](mailto: hiring@kenworthy.org).