

Your Family Arts Center
DALLAS CHILDREN'S THEATER

JOB DESCRIPTION

COURTESY PATROL PERSONNEL

REPORTS TO:

Director of
Production

FLSA STATUS: Non-Exempt

CLASS SUMMARY: Incumbents are responsible for performing, planning, coordination and executing activities requiring thorough knowledge and understanding of rules, regulations and policies in area of assignment in order to perform activities in support of theater initiatives.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Ensure a safe a hazard free working environment for DCT Community
2. Lock and unlock facilites per master building schedule
3. Respond to minor disturbances and emergency calls
4. Patrol the entire Rosewood Center property to ensure safety and security
5. Assist patrons, guests and staff to and from building as needed.
6. Inspect property for hazards and equipment that is in need of repair
7. Submit weekly reports listing the property occurances and any property safety issuses that require addressing
8. Serve as a first responder in times of emergency
9. Be an active participant in the BEMT (Building Emergency Mangement Team)
10. Ability to work nights and weekends
11. Flexible schedule and work hours
12. Assist with small building maintenance and repairs as requested
13. Professional appearance and demeanor (see below)
14. Attend staff meetings and other DCT Staff functions
15. Other duties as assigned

Training and Experience (positions in this class typically require):

- ☞ Minimum 2 years experience
- ☞ Some higher education or equivalent experience
- ☞ Proven success in managing large groups of people
- ☞ Must have an appreciation for the arts and a passion for a job well done
- ☞ Good written and verbal communications skills
- ☞ Ability to make decisions quickly and in a constantly changing environment
- ☞ Proven ability and desire to stay current in knowledge of safety and security
- ☞ Self-starter, problem solver, works well under pressure
- ☞ Strong organizational and time management skills with exceptional attention to detail;
- ☞ Ability to remain focused and organized under multiple and tight deadlines
- ☞ Ability to multi-task
- ☞ Ability to work independently and as a team player

Licensing Requirements (positions in this class typically require):

- None required, but basic knowledge of First Aid, CPR/AED procedures, Texas Drivers License

Knowledge & Skills (position requirements at entry):

Knowledge of:

- Must have experience in management of large groups of people
- Must have excellent interpersonal skills
- Strong ability to think strategically and to problem solve quickly
- Must have experience in basic word processing software

Employer to provide:

Seasonal uniform attire
Basic Cellular Phone for emergency and contact
First Aid & CPR/AED Certification
Trained Crowd Manager Certification

Physical Requirements & Working Conditions: (Positions in this class typically require)

Some bending, stooping and stretching. Occasionally lifting items weighing up to 30 lbs. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, and vehicle. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports. Physical presence onsite is required to perform essential job functions unless otherwise noted.

Incumbents must be able to physically access all exterior and interior parts of the community and amenities. Periodic exposure to outside elements where temperature, weather, odors, and/or landscape may be unpleasant and/or hazardous.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.