

Performance and Satellite Venues Attendant

POSITION DESCRIPTION

The Norris Center Performance and Satellite Venues Attendants help maintain equipment and staff events at the Norris Center Performance and Satellite Venues. These include Cahn Auditorium, The Guild Lounge, Ryan Family Auditorium, Shanley Pavilion, Lutkin Hall, 2122 Performance Hall, and The Great Room. Attendants will also support the Norris Tech Services team in the NTS office or on events, including virtual or hybrid events.

Attendants are vital to the smooth operation of the Performance and Satellite Venues, provide support to the users of the venues, and function as representatives of The Norris Center at events.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends

available **Starting Wage:** \$15.00 per hour

Reports To: Supervisors, Performance Production Manager

ESSENTIAL FUNCTIONS

- Participate in the maintenance of the venues and the venue equipment
- Assist in setting up equipment for events
- Serve as building managers for the venues, including opening and closing the venues and overseeing events
- Assisting clients with the use of audio/visual and other venue equipment
- Ensuring that clients are adhering to all Norris and University policies

This position requires updating work availability so as to be assigned shifts on a weekly basis. Regular hours for training, project, and maintenance work can be scheduled as well. Training on the setup, oversight, and maintenance of the venues and venue equipment will be ongoing. Attendants will be expected to attend regular staff development and advancement opportunities throughout the academic year. Staff members in this position are subject to mid- and end-of-year evaluation by the Performance and Satellite Venues Supervisors and Performance Production Manager.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate student
- Professionalism, dependability, and exceptional communication and comprehension skills
- Ability to work under direction and supervision of a student staff manager
- Previous experience in customer service and/or event support is preferred, but not required

