



“Where Entertainment Comes Naturally”

## Job Description

**Position:** Seasonal Event Staff

**Reports To:** Executive Director

**Status:** Part-time

**Schedule:** Lime Kiln hosts approximately 20 public and private events from April through November. Most events take place on the weekend, but hours will vary as required by the event schedule. Event staff provide support on the day of the event, with a few hours possible on the day before and/or the day after. Each concert usually averages a total of 15-20 hours of work, while private events average 5-10 hours.

**Compensation:** Dependent on experience and availability

### Role Summary

Help us present our Summer Concert Series, featuring Grammy-winning artists and other critically acclaimed musicians! Event staff are responsible for supporting the operations at all Lime Kiln events, rentals, and plays. The job often requires long hours on the day of an event in a fast-paced environment with varying responsibilities, some of which are physically demanding. A strong work ethic and excellent people skills are required.

### Essential Duties and Responsibilities

- Setup and teardown of gear
- Security
- Parking
- Box office sales
- Concession sales
- Artist relations
- Production team assistance

**Lime Kiln Theater  
Executive Director**  
Spencer McElroy

**Managing Director**  
Jeremy Franklin

**Associate Director**  
Kim Passmore

**Board of Directors**  
Thom Gill  
*President*

Margaret McClintock  
*Vice President*

Chuck Smith  
*Secretary*

Natalie Garvis  
*Treasurer*

Sidney Baker

Chuck Barger

Sarah Centorino

Jon Ellestad

Woody Harris

Michele Hentz

George Huger

Kelly Nye

Lorri Olan

- Venue maintenance

### **Minimum Qualifications**

- Must be able to lift 50 pounds
- Excellent work ethic and customer service
- Ability to work long hours
- Ability to work in a fast-paced environment
- Excellent organizational skills and ability to multitask

### **Preferred Qualifications**

- Event staff experience
- Point of sale experience
- Customer service experience
- Event security experience

HOW TO APPLY: Please send your résumé and a short statement about your qualifications and interest to Spencer McElroy ([spencer@limekilntheater.org](mailto:spencer@limekilntheater.org)) or Jeremy Franklin ([jeremy@limekilntheater.org](mailto:jeremy@limekilntheater.org)). Please include the job title in the subject line.