

City of Vicksburg

Job Description

Job Title: Assistant Director of the Auditorium

Department: Auditorium

Reports To: Manager of the Auditorium

Prepared By: LSP

Prepared Date: January 10, 2018

Approved By:

Approved Date:

Summary: Carries out tasks and works alongside the Manager of the Auditorium during pre-event set up, events and post event clean up and break down. Serves as a liaison between the clients and the Manager of the Auditorium.

Essential Duties and Responsibilities include, but are not limited to the following:

- Works alongside with the Manager to see that the dining tables, cocktail tables, bar, etc. are arranged according to the planner's diagram.
- Responsible for communicating with the clients and addressing any needs or concerns they may have
- Keeps all dressing rooms, bathrooms, floors, elevated seating, stage, kitchen and event areas clean.
- Removes all trash from event area, bathrooms and any other areas that are being utilized by the clients and attendees during an event.
- Conducts spot lighting services when need for a particular event.
- Keeps all bathrooms stocked with paper towels/tissue and any other items needed
- Supervisory Responsibilities
- This position supervises contract labor workers

Supervisory Responsibilities:

This position supervises contract labor workers.

Qualifications:

To perform this job in a satisfactory manner, must have patience and be able to communicate with clients and the public in a professional manner at all times.