|  |  |
| --- | --- |
| FacilityName: | **rialto square theatre – venuworks of joliet, llc.** |

**JOB INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| JobTitle: | Runner | Department: | Operations |
| ReportsTo: | Technical Director | FLSAStatus: | Exempt [ ]  Non Exempt [x]   |
| PreparedBy: |       | DatePrepared: |  |
| ApprovedBy: | Angela Bohlen | ApprovedDate: | 02/15/2024 |

**SUMMARY**

Under the direction of venue supervisory staff and/or the tour production staff, the runner assists in fulfilling the needs of the production department, including running errands. This position requires the ability to safely operate a motor vehicle for external errands and work long, irregular shifts, including nights and weekends.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

1. Utilize safe driving habits to run various errands.
2. Provide transportation for visiting production staff throughout the show day. (may be require to operate a large rental van/cargo van in addition to a standard vehicle.
3. Display a professional, personable, and respectful attitude with touring and venue personnel.
4. Deliver and retrieve items from local stores, vendors, airports, hotels, laundry, etc.
	1. Familiar knowledge of the community and locations of vendors
	2. Provide local area information to touring personnel.
5. Maintain cash and receipts throughout the day.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Successfully pass a background check including a DMV check.
2. This position requires excellent skills in customer relations, communications and problem solving.
3. Qualified applicants must be available to work long hours including nights, weekends and occasionally holidays. (Typical show day runs 16-18 hours.)
4. Must be able to work in changing environment.
5. Must be at least 21 years of age.

**EDUCATION and/or EXPERIENCE**

1. High school diploma or general education degree (GED)

**CERTIFICATES / LICENSES / REGISTRATIONS**

1. Applicants must possess a current valid driver’s license and operational cell phone.

**LANGUAGE SKILLS**

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.

**REASONING ABILITY**

1. Ability to maintain a composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to remain calm in a confrontational situation.
3. Ability to determine priorities when given multiple tasks

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. May occasionally be required to lift over 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to cold temperatures and elevated noise levels, depending on the nature of an event.
2. Must be able to remain at assigned position until relieved or dismissed.

**CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EmployeeSignature: |  |  | Date: |  |