



Troy Savings Bank Music Hall Corporation

Job Title: Runner/Hospitality Services

SUMMARY

The Troy Savings Bank Music Hall is seeking new team members to serve as runners and support for hospitality services. This position assists with the production events and the administrative staff, tour staff and the artist on day of performances through support of catering and hospitality services. This is a great opportunity for anyone looking to gain hands-on practical experience in the live entertainment industry.

Duties & Responsibilities

- Responsible for various 'errands' associated with the talent and production of the show.
- Provide support to the artist and staff, including but not limited to:
- Support dinner service for visiting artists, including set up, clean up, and ensuring visiting artists and support team are comfortable and feel at home.
- Transporting the artist and/or tour staff to & from hotel, airport, dinner, etc.,
- Purchasing various products/materials that the tour may require at local stores (Home Depot, Target, Walmart, Guitar Center, Parkway Music, John Keal's, etc.)
- Coordinate and/or deliver food and beverage to the band or talent,
- Copying and/or scanning sheet music, set lists, guest lists, etc.,
- Ensure stage and backstage areas are clean and free of clutter.
- Assist with any other aspect of stage production, such as show pass and guest list distribution.
- Keep thorough knowledge of region to properly locate restaurants, stores, music stores, area attractions, etc.
- Performs other job related duties as assigned; Duties may vary on a show-by-show basis.

Qualifications

- Familiarity with touring or stage production operations.
- Familiarity with musical instruments, equipment and/or accessories.
- Applicant must be 21+ and possess a valid Driver's License with an exceptional driving record, a properly working automobile and provide proof of insurance.
- Exercise good judgment, courtesy and tact when interacting with staff, talent and public. Positive and flexible attitude - team player.
- Maintain a professional, neat and well-groomed appearance, adhering to TSBMH standards.
- Demonstrated knowledge and understanding of safety in the work place and ability and willingness to follow TSBMH safety rules and practices.

Special Conditions & Physical Demands:

- Temporary, on-call pool position with continuous hiring as needed.
- Must be able to work varying hours including daytime, evening, weekends, and extended hours.
- Work in potentially adverse conditions, which may include prolonged standing, heights, loud noises, large crowds, darkness and/or confined spaces.

- Ability to communicate effectively in English, in both written and oral forms; ability to follow verbal and written instructions to ensure safety.
- Ability to safely move or lift items up to 40 pounds using proper lifting techniques.

Status: Part time, Seasonal

Salary Range: \$14 – 16/hour, depending on experience

Reports to: Event Manager

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- For the safety of all who visit the Music Hall offices and venue, COVID-19 vaccination is a requirement of employment. Employee may be required to wear a face mask, over both nose and mouth, while on premises unless consuming food/drink, or due to medical restrictions. Employees are provided with a face mask upon hiring for proper protection from coronavirus and other illnesses.

EOE

The Troy Savings Bank Music Hall is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. BIPOC candidates are strongly encouraged to apply.

The Troy Savings Bank Music Hall Corporation's Inclusion, Diversity, Equity, and Access (IDEA) Statement

We value, encourage, support, and celebrate diverse backgrounds and cultures and the artistic expression of those backgrounds and cultures in keeping with our mission to enrich the community and inspire passion for the creative arts. We will engender this by fostering diverse, engaging, and transformative cultural experiences through performances, collaboration, community events, and education in an inclusive, accessible environment.

We believe a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

The Troy Savings Bank Music Hall is a National Historic Landmark built in 1875. Famous for its world class acoustics, the Music Hall is owned by the Troy Savings Bank Foundation. The Music Hall seats up to 1175 and its programming includes rock, indie, jazz, choral, classical, world music, as well as comedy shows, symphony concerts, recitals, and other events.

To apply, please visit <https://troysavingsbankmusic hall.easyapply.co>