

BROADWAY★SAN JOSE

 A NEDERLANDER PRESENTATION

POSITION AVAILABLE: Concierge Service Member

Broadway San Jose- A Nederlander Presentation seeks a Concierge Service Member to join the team to provide excellent customer service and communication with our Broadway San Jose Promotional events throughout the Bay Area. This part-time, as-needed basis position (located in San Jose) will report directly to the Marketing Manager.

This is an exhilarating time to join the Broadway San Jose team. We are looking for a candidate who is not just motivated, but also excited about the prospect of working in a dynamic, fast-paced, and diverse environment. If you are passionate about customer service and eager to be part of a productive and inclusive workforce, we want to hear from you.

PRIMARY DUTIES

- Represent Broadway San Jose at various events in the Bay Area, including, but not limited to, community events, concerts, and public events located indoors and outdoors.
- Manage tabling and activation efforts, including, but not limited to, set up and break down of equipment, such as tables, chairs, and pop-up tents at different events.
- Confidently speak on behalf of Broadway San Jose about current and upcoming shows to the public to generate interest and future sales.
- Provide post-event feedback to the Marketing Manager.
- Work closely with the Marketing Manager, Director of Marketing, and other Concierge Service Members to execute promotions.
- Perform other duties as assigned, which may include assisting with marketing campaigns, coordinating with other departments, or providing support at special events.

REQUIREMENTS:

- The ideal candidate should have a positive attitude, superb customer service skills, excellent communication skills, and a desire to work in a fun, collaborative team environment.
- Reliable, flexible schedule, and able to work events during the evenings, weekends, and possibly holidays.

- May require lifting or moving items up to 50 pounds.
- Punctual and on time.
- Works well under pressure and independently with a self-motivated strong work ethic.
- Ability to improvise and adjust event plans should an unexpected issue arise.
- Must have reliable transportation to get to and from the event.
- Background and interest in live performances, especially musical theater, preferred.
- Strong skills with social media, specifically with Facebook, Instagram, and TikTok preferred.
- Experience working or volunteering at similar events promoting a company or organization is preferred.

REPORTS TO: Marketing Manager

WORK SCHEDULE: Part-time/ hourly

There is no set schedule or guaranteed monthly hours, as this is an as-needed basis. Most hours range from 4 to 8+ per event, with an average of about 2 to 4 monthly events. There is a minimum 4-hour commitment per service.

Events usually fall on evenings and weekends/holidays but can sometimes be during the weekdays.

STATUS: Non-Exempt

COMPENSATION: \$20.00/HR

At Broadway San Jose and Nederlander, we are committed to creating a workplace that is free from bias, prejudice, discrimination, and harassment. We strive to ensure a welcoming work environment where everyone belongs and is valued, encouraged, and respected for their unique contributions. Our focus is on building a culture that acknowledges and values Diversity, Equity, and Inclusion.

HOW TO APPLY: We are an equal opportunity employer and welcome all applicants. Interested candidates should send a cover letter, resume, and three references with "Concierge Service Member" in the subject line to mmaralit@broadwaysanjose.com. No phone calls are required, and confidential inquiries are welcome.

We are committed to fostering a workplace that is diverse, equitable, and inclusive, and we look forward to welcoming new team members who share these values.