

Security Job Description

The UC Theatre Floor Manager Job Description:

Starting: \$20/hr+

Contact: christian@theuctheatre.org

The UC Theatre Taube Family Music Hall is a multi-tiered, all-ages 1,400 capacity live music venue with a state-of-the-art Meyer Leopard sound system and a full service bar and kitchen. The UC Theatre presents a diverse range of local, national and international artists and bands including indie, alternative, jazz, R&B, electronica, hip-hop, EDM, world, pop, comedy and much more.

A community-minded music venue giving back...

The UC Theatre is operated by the Berkeley Music Group (BMG), a 501(c)(3) non-profit organization. Our Concert Career Pathways education program teaches young people the technical, creative and business aspects of concert and event promotion. Through hands-on workshops and paid internships we train the next generation of music industry professionals.

BMG is also dedicated to ensuring that The UC Theatre strengthens the Bay Area's vibrant fabric of nonprofit arts and service organizations. We are building a collaborative network of community partnerships with existing education, performing arts, health and youth development nonprofits to assist them with their fundraising and outreach through events at The UC Theatre.

Job description:

The UC Theatre's Floor manager is responsible for ensuring that every patron has the safest and most enjoyable concert experience possible while continually improving

Berkeley Music Group

A 501(c)(3) nonprofit organization

The UC Theatre: 2036 University Avenue, Berkeley, California 94704

Mailing: 1300 Clay Street, Suite 600, Oakland, California 94612

www.theuctheatre.org • education@theuctheatre.org • information@theuctheatre.org

systems and procedures. If you are a friendly, observant, outspoken individual that loves live music and thrives in a cooperative team-based environment we would love to meet you! Exceptional customer service and communication skills are required.

Floor Manager Responsibilities:

- Exceptional communication and de-escalation skills
- Coordinate the preparation of the theatre for a show (setting chairs, and tables, barricades, stanchions, placing handbills etc.)
- Coordinate cleaning
- Coordinate and position floor staff and security
- Run Floor Staff debrief before doors open
- Welcoming Patrons
- Ensuring prohibited items do not enter the theatre
- Having a clear understanding of varying levels of access granted by passes on a night by night basis
- Ensure all entrances and restricted areas are secure
- Identifying potential medical emergencies and alerting Medical Staff onsite
- Preventing and defusing potential conflict
- Ensure that everyone knows the emergency procedures and keep emergency routes clear.
- Clearing and resetting the theatre
- Reporting and documenting any necessary incidents
- Schedule Staff
- Mentor interns and support their learning
- Notice and address any behaviors not in line with our code of conduct.

Floor Manager Skills, Qualification, and Expectations:

- Exceptional communication and de-escalation skills

- ABC LEAD Certification (preferred not required)

It is a requirement of the position to be fully vaccinated, unless accommodation can be created for those with religious or medical exemptions. We will enforce state guidelines.