



SANDY CITY POSITION OPENING Guest Services Specialist

CLOSING DATE: Open until filled. Department will begin reviewing applications February 25, 2022. Position may close any time after this date. However, applications will continue to be accepted until position is filled.

STARTING SALARY: \$8.48-\$13.57/hour

STATUS: Part-Time (non-benefitted, <29 hours/wk)

DEPARTMENT: Community Arts

SUMMARY: Assist Amphitheater House Manager, Box Office Manager and Venue Coordinator as needed for various concerts and events at Sandy Amphitheater and Theater at Mt. Jordan. This position will rotate between working in the box office on show nights, to assisting in customer service in the seating areas, and helping with backstage hospitality.

MINIMUM REQUIREMENTS: One year of house management or guest services preferred. High School diploma or equivalent preferred. Must be at least 18 years old to apply. A valid Utah driver's license is required. Knowledge of basic concert event operation, emergency procedures and amphitheater operations within 30 days of hire. Responsibility for providing an outstanding guest/customer experience. Excellent communication and problem solving skills; ability to interact with other City professionals and technical staff; communicate in a professional and courteous manner with the general public; effectively communicate procedures and present training materials to volunteers and employees. Must have excellent customer service skills. Tool, Machine, Equipment Operation: Occasional use of scanner, 2-way radio, ticketing computers and printers, PC, 10-key or calculator.

NOTE: Applications may only be submitted online at <http://cap.sandy.utah.gov:8780/citizenaccess/>. It is recommended to use Internet Explorer/Edge to apply. If you don't have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway (10000 So. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs or questions, please call 801-568-7151. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran's status or other classes protected by applicable federal, state and local employment law. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.