



JOB POSTING

ROCHESTER BROADWAY THEATRE LEAGUE

Event Parking Attendant

ABOUT THE ROLE:

The Event Parking Attendant is responsible for directing guests to appropriate parking areas in a safe, efficient, and friendly manner during events. This role ensures smooth traffic flow, enforces parking rules, and provides excellent customer service to event attendees.

LOCATION:

West Herr Auditorium Theatre & Performing Arts Center; 885 East Main Street, Rochester, NY 14605.

COMPENSATION:

\$15.50 per hr.

KEY RESPONSIBILITIES:

- Greet guests, accept payments and direct vehicles to designated parking areas.
- Control traffic flow and ensure safe entry and exit for vehicles.
- Monitor parking areas to prevent unauthorized parking or unsafe conditions.
- Assist guests with questions and provide directions or event information.
- Use flags, cones, signs, or flashlights to manage traffic patterns as needed.
- Communicate with supervisors and other staff to coordinate operations.
- Respond calmly and professionally to incidents, accidents, or emergencies.
- Maintain cleanliness and organization of the parking area.
- Follow all company policies and safety procedures.
- Assist inside the venues when needed.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent required.
- Must be a minimum of 18 years of age.
- Previous customer service or parking attendant experience is a plus.
- Reliable transportation to and from work.

KNOWLEDGE, SKILLS & ABILITIES:

- Flexible availability, including nights, weekends, holidays, and long shifts.
- Must be reliable, punctual, and have a professional appearance.
- Ability to interact professionally and positively with diverse guests; excellent communication skills.
- Ability to collect and process cash payments accurately.
- Ability to work well with others and communicates effectively as part of a team.
- Ability to handle guest issues, respond quickly to emergencies, and follow safety protocols.

PHYSICAL REQUIREMENTS:

- Ability to stand and walk for long periods of time.
- Able to lift up to 25 pounds occasionally.
- Physical stamina for working outdoors and sometimes in extreme temperatures.

If interested in applying, please email your application to Security@rbtl.org.

If you require a reasonable accommodation to complete the application process, participate in the interview, or perform the essential functions of this position, please contact us at (585) 325-7760, or mail@rbtl.org.

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