

# Rental Event Attendant

[Position Description](#) | [Qualifications](#)

## POSITION DESCRIPTION

The Greater Victoria School District has theatre venues at Oak Bay High, Victoria High, Esquimalt High, Spectrum Community School and Reynolds Secondary plus other venues that are primarily dedicated to education and may also be used by the community and outside organizations. The scheduling of these non-school events is carried out by the Rental Services within the Facilities Department along with support from school-based Theatre Managers.

Reporting to the Manager of Building Operations and to assist the Theatre Manager, the Rental Event Attendant acts as the School District representative for external groups renting theatres on Fridays after 5 pm, and any events on Saturdays, Sundays and Statutory Holidays.

### **REA – 1**

Opens the facility 30 minutes prior to the beginning of the scheduled rental event. Ensures that the appropriate doors are unlocked and that doors to access prohibited area within the school are locked.

### **REA – 2**

Confirms the student technician(s), arranged by the school, have arrived and confirms that they understand the nature of the rental and their specific role as the technician(s) on duty.

### **REA – 3**

Greets the rental group, familiarizes the group with the facility and ensures the group has what is needed to proceed with the rental. Outlines to the renter the designated areas for use under the rental agreement.

### **REA – 4**

Conducts frequent security sweeps of the building for the duration of the rental to ensure that the building is clear of individuals not attending or taking part in the rental.

## **REA – 5**

Communicates with the student technician(s) to determine if assistance is required with any technical aspect of the rental. Supplies technical assistance if and when requested.

## **REA – 6**

Consults with the rental group during the rental event and offers assistance as required.

## **REA – 7**

Provides support to front of house and backstage crew as required.

## **REA – 8**

Supervises students learning theatre craft and provides positive guidance and feedback.

## **REA – 9**

Ensures that the rental group adheres to terms of the rental contract while on SD 61 property.

## **REA – 10**

Implements SD 61 emergency management protocols, if required. Will contact the District Emergency phone number and request management's assistance.

## **REA – 11**

At the completion of the rental, working with the student technician(s), ensures that all school equipment used in the course of the rental is returned to dedicated storage areas.

## **REA – 12**

Closes and secures the building at the end of the rental event following established protocols as per the District's Security requirements.

## **REA – 13**

Performs other duties as required.

## Qualifications

### Rental Event Attendant

<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Grade 12 or equivalent</li> <li>• Completion of a two year diploma in light sound and stage management, or equivalent combination of education and experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• One or more years of experience in theatre setting would be an asset</li> </ul>
<b>KNOWLEDGE OF</b>	<ul style="list-style-type: none"> <li>• Lighting, sound, stage management, running crew and front of house management</li> <li>• Familiarity with lighting consoles and digital sound consoles and associated equipment</li> <li>• District Security Protocols</li> <li>• Job related safety regulations and techniques as outlined in the WorkSafeBC regulations</li> <li>• Abides by School District 61 Policies and Regulations, municipal, provincial and federal regulations relevant to his/her department</li> <li>• Digital technology; including email, online databases and facilities management software used by School District 61</li> </ul>
<b>SKILLS AND ABILITIES TO</b>	<ul style="list-style-type: none"> <li>• Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public</li> <li>• Adapt to changing circumstances and schedules</li> <li>• Highly effective communication skills to respond to issue that may arise with guests and /or students</li> <li>• Coaching skill to work with younger students still learning the craft of theatre technology and stage management</li> <li>• Proficient use of computer operating systems</li> <li>• Perform duties in compliance with safety regulations</li> </ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Successful Criminal Records check</li> <li>• Sufficient sight and hearing to perform related job duties</li> <li>• Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafe BC regulations</li> <li>• Able to perform related physical and mental activities</li> <li>• Able to work in a highly active physical environment</li> </ul>