

SPRINGFIELD LITTLE THEATRE

BRINGING THE MAGIC OF LIVE THEATRE SINCE 1934

POSITION DESCRIPTION

POSITION: Parking Attendant

REPORTS TO: Box Office Manager

PURPOSE OF POSITION: The Parking Attendant serves as a welcoming first point of contact for guests attending performances at the Landers Theatre. This role supports Springfield Little Theatre's commitment to accessibility and hospitality by ensuring parking operations are safe, organized, and guest-focused, helping create a smooth and positive arrival experience

ESSENTIAL FUNCTIONS:

- Serve as a friendly and welcoming first point of contact for patrons attending performances at the
- Landers Theatre
- Manage event parking operations in a safe, organized, and guest-focused manner
- Verify parking purchases and process card-only payments when applicable
- Monitor parking capacity and track vehicle counts accurately
- Communicate clearly with patrons, providing directions and answering basic questions
- Coordinate with the on-duty Box Office Manager regarding parking status or any issues that arise
- Set up, monitor, and break down parking signage and equipment as required
- Uphold Springfield Little Theatre's standards of professionalism, hospitality, and safety

SECONDARY FUNCTIONS:

- Provide general information about the Landers Theatre location, entrances, and nearby amenities as needed
- Assist patrons with wayfinding questions related to downtown parking and theatre access
- Observe and report patron feedback or recurring questions related to parking operations
- Support overall Front of House operations by maintaining a calm and welcoming presence during peak arrival times
- Perform other related duties as assigned to support patron experience and event operations.

GENERAL REQUIREMENTS:

- Ability to stand and walk for extended periods of time
- Ability to lift, carry, and set up lightweight equipment such as signage and cones
- Ability to work outdoors and remain on duty in varying weather conditions
- Ability to work independently and manage responsibilities while working alone
- Ability to communicate clearly and professionally with patrons and staff
- Ability to follow established procedures and respond to direction from the on-duty Box Office Manager
- Ability to remain calm, courteous, and guest-focused during busy or high-traffic periods
- Reliable transportation to and from assigned work locations
- Dependable attendance and punctuality for scheduled shifts

