

VIP Donor Parking Guide
JOB DESCRIPTION (seasonal)

The Muny (Municipal Theatre Association of St. Louis) Mission: to enrich lives by producing exceptional musical theatre accessible to all, continuing a remarkable tradition in Forest Park.

SEASONAL JOB SUMMARY

The VIP Donor Parking Guides work outdoors between June 10 – August 11, 2019 in our VIP Lot which is designated for The Muny’s top donors and other VIPs. VIP Donor Guides are among the first persons to welcome & interact with The Muny’s donors each evening. Having excellent interpersonal communication skills is a must in this job. Donor Parking Guides are the front men & women of The Muny with this important group of donors. Being tactful and diplomatic as well as reacting well under pressure are necessary qualities. This job is an active job and requires stamina and high energy.

This position reports to the Director of Annual Fund.

CORE COMPETENCIES

Team Work – Contributes to building a positive team spirit; Approaches others in a tactful & diplomatic manner; Reacts well under pressure; Must be able to take direction.

Quality Management – Looks for ways to improve and promote quality; Solicits feedback from all sources to improve quality and service; Applies feedback to improve performance.

Communication: Excellent interpersonal communication skills; Courteous & tactful behavior; Must be responsive to electronic communication. (All communication is conducted via an app on your phone and by email.)

Professionalism: Follows policies and procedures; Keeps commitments, arrives on time, wears clean, neat uniform.

Ethics and Dependability –Works ethically and with integrity; Upholds organizational values.

PERSONAL CHARACTERISTICS

The ideal candidate:

- Must demonstrate discretion, mature judgement and professionalism.
- Must be flexible, diplomatic, and a good team player, able to work in a very fast-paced environment.
- Must have high energy and stamina.
- Must be available to work outdoors, evenings and weekends.
- Must be available to attend evening orientation meeting on June 4.

MINIMUM QUALIFICATIONS:

Driver’s license required. Must be available to work a minimum of 3 nights each week between June 10– August 11, 2019.

Interested candidates should email their resume, detailed cover letter and two letters of reference to munypartners@muny.org as soon as possible. **No phone calls, please.**