

## Theatre of Lights Part-Time Staff



downtown  
SACRAMENTO  
P A R T N E R S H I P

**Description:** Under the supervision of the Events Manager and Events Coordinator

- Seasonal/part-time positions available
- **Theatre of Lights Thursday-Sunday, November 24 to December 24**
  - *Must be available for dress rehearsals for 11/22 and 11/23*
  - Must have availability roughly 3:30pm to 8:30pm for each event date
- **Applicants must be available to work evenings including weekends and holidays**
- Applicants must be available for on call shifts
- Applicants must be 18 years of age or older
- Customer service experience
- Applicants should be active team players who work exceptionally well with others and maintain a professional and positive attitude.
- Potential hires must be able to remain on their feet during their shift, be able to lift 40 pounds, and work in inclement weather.

**Please submit completed application to:** [events@downtownsac.org](mailto:events@downtownsac.org)

**No phone calls please.** Downtown Sacramento Partnership staff will contact applicants via email.

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### Theatre of Lights Positions

*All employees will be cross trained.*

Stagehand – This position requires the Part-Time staff to assist the production crew with stage set-up and assisting the TOL cast members onto their spots during shows. This position requires some physical capabilities such as pulling fixtures up via pulley system, pushing Santa's sleigh, and rotating a stage while a cast member stands on it. This part-time position requires availability Thursday – Sunday, November 24<sup>th</sup> to December 24<sup>th</sup> from roughly 3:30pm to 8:30pm each event date.

\* Due to the nature of the stagehand, it is recommended to assign this duty to a Part- Time staff comfortable with lifting 40 lbs. or more multiple times a night.

Street Supervision – This position requires the Part-Time staff to maintain clear walkways and driveways and oversee Street Support as well as volunteers, if applicable. Direct traffic along Firehouse Alley when necessary. This position serves as “eyes on the street” while the Full-Time staff is not on-site or is otherwise unavailable. (Floater). This part-time position requires availability Thursday – Sunday, November 24<sup>th</sup> to December 24<sup>th</sup> from roughly 3:30pm to 8:30pm each event date.

Street Support -- Two Part-Time staff can provide additional support on the street. This is especially helpful during peak nights. Hand out OSW promotional materials, informing guests of showtimes, answering FAQs (i.e. directions to restrooms), and assisting VIP to their seating in the holiday wagon. (Stationed near K & Front to maintain clear driveway). These are part-time positions.

Requires availability Thursday – Sunday, November 24<sup>th</sup> to December 24<sup>th</sup> from roughly 3:30pm to 8:30pm each event date.

**EMPLOYEE APPLICATION** | Theatre of Lights Old Sacramento Waterfront  
*An Equal Opportunity Employer*

**APPLICANT INFORMATION**

First Name	Last Name	Middle Initial	
Mailing Address	City	State	Zip
Cell Phone	Email Address		
Date of Birth (month / day / year)			
Driver's License or Identification Number:		State of Issuance:	
Social Security Number:			
Are you a U.S. citizen?	Yes	No	
If hired, would you have a reliable means of transportation?	Yes	No	
How did you hear about this position?			
Why are you applying to work for Downtown Sacramento Partnership?			
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?		Yes	No
If no, describe the functions that cannot be performed:			
<small>Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>			

**EDUCATION**

High School:	City:	Graduation Year:
College:	Degree:	Graduation Year:

Certifications

## AVAILABILITY

How many hours are you looking to work?      18 – 27 hours      27 – 36 hours      36 + hours

When are you available to work?	from	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		to						

## REFERENCES

Name	Occupation	Relationship	Phone Number

## EMPLOYMENT HISTORY

Name of Employer		Job Title	
Address		City	
Name of Supervisor	Title	Phone #	
Date of Employment			
Reason for leaving			
<hr/>			
Name of Employer		Job Title	
Address		City	
Name of Supervisor	Title	Phone #	
Date of Employment			
Reason for leaving			

**Please read carefully, initial each paragraph and sign below:**

	<p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.</p>
	<p>I hereby authorize Downtown Partnership to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to the company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships, and associations from all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.</p>
	<p>I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or represent actions contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.</p>
	<p>I am physically able to remain on my feet for an entire shift and lift up to forty pounds.</p>
	<p>I have no known injuries or disabilities that may prohibit me from executing my job duties or in doing so, cause further damage or injury to myself</p>
	<p>In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.</p>

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_