

## **RiverEdge Park – PARKING ATTENDANT (Seasonal)**

The Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a PARKING ATTENDANT. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. In July of 2024 it will also open Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600-square-foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals (which has the largest theater subscription base in the country) and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

**DEPARTMENT** – Patron Services

**DIRECT REPORTING** – Parking Manager/Patron Services Management

**WORKS CLOSELY WITH** –Management & Security

**POSITION STATUS & SCHEDULE** – Seasonal Part Time; generally 10-15 hours per week varying dependent on event schedule. Weekends and evenings are required. Position is seasonal (June-September) with paid training.

**COMPENSATION** – Starting at \$16 per hour

**HIRE DATE: May 2024**

**KEY RESPONSIBILITIES**

- Greet and welcome guests in a friendly and courteous manner
- Provide parking instructions/guidance/assistance to guests upon arrival
- Provide guests with directions and other venue information
- Answer questions regarding parking procedures and lot regulations
- Keep parking areas clean and orderly to ensure that space usage is maximized
- Direct motorists to parking areas or parking spaces, using hand signals or flashlights as necessary
- Patrol parking areas in order to prevent vehicle damage and vehicle property thefts
- Collect payment of parking fees and make proper change
- Lift, position, and remove barricades in order to open or close parking areas
- Training will be provided
- Perform other job-related duties as required

*In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.*

**REQUIREMENTS/QUALIFICATIONS**

- Previous experience working in a parking lot setting a plus
- Greet guests in a friendly manner and be professional at all times
- Stay calm under pressure
- Ability to make correct change
- Be able to stand for prolonged periods of time
- Ability to work with minimal supervision
- Strong customer service skills
- Ability to work irregular hours including, night shifts, weekends and holidays
- Position requires prolonged standing, traveling between parking lots, working outdoors in all kinds of weather
- Must be proactive in providing assistance
- Must be able to work in a team environment and interact with multiple departments
- Escort customers as needed to their vehicle in order to ensure their safety
- Must be 16 years of age or older

**HOW TO APPLY**

Apply using the online job application at <https://paramountaurora.com/riveredge/jobs/> or click on the link below.

**[CLICK TO APPLY ONLINE](#)**

Or mail/drop off to: Paramount Theatre, Attn: Dawn King, 8 E Galena Blvd, Suite 230, Aurora, IL 60506

*ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.*

*ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.*