

Brevard Music Center Parking Supervisor

Dates of Employment: June 1 – August 4, 2019

Responsibilities include, but are not limited to:

- Oversees daily parking operations for the Whittington-Pfohl Auditorium on the Brevard Music Center Campus.
- Maintains control of Maestro Society and General Parking Spaces for use by the appropriate parties.
- Interacts with the public to resolve issues related to the dissemination of information regarding parking regulations;
- In collaboration with the Director of Production and Operations Manager, responds to correspondence, phone requests and complaints about parking operations and programs;
- In consultation with the Director of Production, schedules Staff Parking Attendants and work-study students to properly and adequately man events
- Before patron arrival, places all parking signage, cones, and stanchions in the proper locations.
- Ensures all golf carts are adequately charged in preparation for Parking Events.
- Assigns Staff Parking Attendants and work-study student positions/ locations before each parking event.
- Using walkie-talkies, evaluates traffic flow and makes decisions regarding the closing and opening of roads to aid in the smooth flow of parking.
- Strategizes ways to maximize the patron experience through parking and works with the Director of Production to evaluate if the ideas can be put in place for the season.
- Ensures all patrons are thanked as they leave the complex by a Parking Attendant and ensures all Golf Carts are running at optimum efficiency at the end of the concert.
- Signs off on all staff and work-study hours each night and reports them to the Director of Production.
- Puts away all parking signs, cones, and stanchions at the end of the night.

Qualifications:

- Ability to react calmly and effectively in emergency situations.
- Ability to think on your feet and react to challenges with an open mind and quick and correct action.
- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of First Aid, CPR, AED and emergency medical procedures (training provided).
- Strong communication skills.
- Highly motivated.
- Good attitude and work ethic.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Able to take instruction and feedback from supervisors and use it to improve your job performance.



Brevard Music Center Parking Supervisor

Requirements:

- complete satisfactory background check
- must have valid state driver's license and possess a clean driving record

To apply, please submit a cover letter and resume. Review of applications will begin on **March 30, 2019**, and continue until the position is filled. Applications are only made by [online submission](#) .