



Spotlight 29 Casino Job Description

Job Title: Stagehand
Department: Marketing
Reports To: Stage Supervisor
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: October 6, 2011
Approved/HR: Theresa Mike
Approved By: Tom Sedlock
Approved Date:

SUMMARY:

Stagehand is responsible for the day to day operation of the casino showroom, including sets, seating, lighting, sound, maintenance and cleanliness of the room.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Perform, within area of specialization, the safe and correct operation of all events.
- Perform the load-in and load-out of equipment, set up and stage preparation as directed.
- Perform maintenance and repair as directed.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.

- Three (3) to five (5) years technical experience in theatrical production, in the areas of: electronics, carpentry, lighting, or sound.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on 24-hour, 7- day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file at Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Stage Hand Job Description.

Signature

Date