

## **PRODUCTION RUNNER**

### **GENERAL**

- Work location: 3800 Mill Road, Paso Robles, CA
- Department: Production
- Part-time position, non-exempt status
- Hourly rate
- The Production Runner reports to the General Manager

### **JOB SUMMARY**

The production runner is responsible for various errands associated with the talent and production of the show.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Communicates pleasantly and courteously with guests, management and co-workers
- Drives to many locations throughout the surrounding areas
- Coordinates purchasing and delivering of food and beverage to the artist and crew
- Assists with any other aspect of show production, such as show passes and guest list distribution
- Drives a large multi-passenger vehicle
- Reconciles all cash and expenses at the end of shift and provides purchasing information to production
- Be flexible with adjustments to duties and assignments on a shift by shift basis

### **REQUIREMENTS**

- 21 years of age or older
- Clean driving record
- Owns a car in good condition which is reliable and insured
- Owns a cell phone
- Remains professional around artist and management
- Ability to work with little supervision
- Knows local area well
- Ability to multitask in a fast-paced environment
- Ability to work with people effectively as well as understand and execute instructions
- Adhere to work and break schedules
- Must be available to work weekends, weekdays, nights, and holidays
- Communicates well in an English-speaking environment
- Must be friendly, reliable and work as a team member

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk continuously for the duration of the shift
- Ability to perform duties in a variety of outdoor weather conditions including sun, extreme heat, cold and rain
- Ability to climb stairs, bend at the waist and knees, as well as lift and move items up to 40 pounds
- Ability to bend, stoop, kneel, crouch, squat, climb and twist
- Ability to navigate a variety of ground surfaces and areas, including asphalt, concrete, grass, stairs, hills and ramps
- Ability to work in a variety of environments including but not limited to heights, low light visibility, around crowds, loud noise, flashing lights

## **EXPERIENCE & SKILLS**

- Understanding of stage production preferred
- Time management and organizational skills preferred
- Computer skills & simple accounting education