



### **Uniform Attendant, Guest Services**

As L.A.'s premiere performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and on a digital platform called *The Music Center Offstage*. TMC Arts presents world-class dance with *Glorya Kaufman Presents Dance at The Music Center*, free and low-cost public concerts and events, as well as K-12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, IT and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

The Music Center currently seeks part-time, Uniform Attendants. Reporting to the Senior Manager, Special Services, Uniform attendants support Usher and Ticket Taker staff by preparing and maintaining their uniforms and changing facilities (locker rooms/restrooms) to ensure consistency and quality of staff's appearance.

### **DUTIES & RESPONSIBILITIES**

- Assemble Usher and Ticket Taker uniforms for timely work shift distribution
- Conduct uniform fittings for new or promoted ushers
- Inspect uniforms for damage and remove substandard uniforms from circulation and issue replacements.
- Complete inventory of uniforms and cleaning supplies as assigned.
- Receives, sorts, and issues uniform.
- Arranging and organizing all extra uniforms
- Returns unclean or dirty uniform to laundry for rewash.
- Informs supervisor about any significant damage beyond normal wear and tear to uniforms.
- Make sure that there is a sufficient supply of uniforms in stock for the new hires.
- Facilitate minor uniform repairs as needed.



- Effectively communicate verbally and written with other employees in an attentive, friendly, courteous and service-oriented manner.
- Cleans and maintains uniform room equipment
- Maintain accurate records and inventory of uniforms and lockers.
- Order and maintain accurate inventory of laundry and clothing supplies.
- Efficiently handle several (scheduled or unscheduled) tasks simultaneously.
- Anticipate and solve staff uniform problems.
- Accurate communication with Event Staff and Management
- Assists Guest Services Managers and the Event Staff Coordinator as needed.
- Able to work alone and within a team
- Light clerical duties including filing, labeling.
- Interface with Music Center vendors (Dry Cleaners, suppliers)
- Maintain cleanliness of Wardrobe Distribution Center
- Maintain cleanliness of Male and Female Staff Changing rooms and restrooms
- Maintain cleanliness and operation of laundry room and machines

#### **REQUIREMENTS AND QUALIFICATIONS:**

- Basic office skills including computer literacy
- Light sewing skills
- Excellent time management skills
- Basic record keeping and basic mathematics.
- Excellent interpersonal skills.
- Excellent problem-solving skills, tact and diplomacy.
- The ability to interact effectively with individuals and groups of diverse backgrounds, ages, cultures and ethnicities.
- Excellent communications skills.
- Ability to work independently and take initiative.

#### **WORKING CONDITIONS**

- Stand, sit, or walk for an extended period of time or for an entire work shift
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance
- Exclusive to Event Staff wardrobe distribution center and changing facilities of the Event Staff Headquarters.

**VACCINATION POLICY:** The Music Center requires its employees to be vaccinated against COVID-19 with one booster, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-



19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

**PAY RATE:** \$16.29/hour

To apply, please click [here](#).

**INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED**

**EQUAL OPPORTUNITY EMPLOYER**