

Production Runner Job Description

Location: Hayden Homes Amphitheater, Bend, OR

Reports to:

Production Manager: Eddie Mack

and

Asst. Production Manager: Eric Leonardo

Department: Production

Shift Approximate Hours/Length: 12-16 hours, on call and as needed

Pay Rate: \$17/hr

Required minimum age: 21 years

Who are you?

Passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Hayden Homes Amphitheater, our people embrace these qualities, so if this sounds like you then please read on!

The Role:

Responsible for various errands and tasks associated with the talent and production of a show. Confidentiality is very critical to this role.

Responsibilities:

- Coordinate and deliver food and beverage to the band or talent
- Retrieve and deliver equipment, paperwork, etc.
- Ensure stage and backstage areas are clean and free of clutter
- Assist with any other aspect of stage production, such as show pass and guest list distribution
- Assist Green Room Server with any needs of the artist
- Perform opening/running/closing side duties according to company practice and policy
- Have knowledge of all music, promotional or special events in the house
- Handles multiple tasks in a fast-paced environment while remaining pleasant and professional at all times
- Interact in an appropriate, professional manner with A-list talent. Zero tolerance here.

Qualifications:

Required:

- Must have valid driver's license, a properly working automobile, and proof of insurance
- Must have an exceptional driving record
- Must have knowledge of touring or stage production operations

- High School diploma or equivalent
- Ability to work late and extended hours, Potentially from 8:00am until 1:00am
- Flexible schedule
- Excellent communication skills and punctuality
- Knowledge of region to properly locate restaurants, stores, music stores, area attractions, etc.

Preferred:

- 3 years work experience interacting with people in a positive environment
- Experience in a live music environment or comparable role

Physical Demands/Working Environment:

- Working environment is fast-paced, often loud and stressful
- Position requires extended periods of prolonged standing and working on your feet both indoors or outdoors
- Must be able to lift or move up to 40 lbs using proper lifting techniques
- Intensely physical environment
- Proper cash handling and organization of receipts a must