

**THE  
SANTA FE  
OPERA**



**The Santa Fe Opera  
Job Description – Night Theatre Porter**

**Duties/Responsibilities**

This role works closely with the Theatre Maintenance Supervisor to maintain the Opera's buildings and grounds in a clean, healthy and attractive manner. Duties and responsibilities include evening cleaning and preparation of opera buildings and grounds for each night's performance. This includes maintaining restrooms in a clean and healthy state, cleaning and mopping of any areas that have become soiled, removal of trash and ashtray contents and recycling. Other duties as required and assigned.

**Employment Standards**

**Knowledge:**

- Familiarity with products and tools used for cleaning.

**Skills:**

- Ability to communicate effectively.

**Hours/Restrictions:**

- Performance evenings, Monday – Saturday, 4:30 p.m. until after show has concluded (typically 11:30 p.m.) Some Sundays are required. Some flexibility of hours may occur due to scheduled events during the course of the year. Weekend work is necessary (hours over 40 per week paid at time and a half).
- This is a seasonal, hourly, non-exempt position.
- Wages begin at \$18.00/ hour.

**Physical Standards:**

- Ability to lift up to 50 pounds.
- No allergies to cleaning products.
- Capable of spending significant amount of time on your feet walking, standing and climbing stairs.

**Uniform:**

- A uniform (shirt) is required and will be provided.

***This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***