

Party On!

ENTERTAINMENT

Disc Jockey/ Host Job Description

SUMMARY: This position is responsible for setting up, testing, and operating equipment for events at various locations. A fundamental appreciation of popular music is desirable, but specific experience as a Disc Jockey is not necessary. All candidates must be professional, accommodating, friendly, helpful, outgoing, energetic, likable, responsible, organized and reliable at all times. If you are a people person, we can train you on the rest.

Work is on weekday nights and weekends. We can work around weekday schedules but candidates must have excellent availability on weekends. Additional preparatory work is often required, such as planning event, email communication and meeting clients for consultations. That said, pay includes all preparatory work, client meetings, and hours worked on the day of the event.

Extensive training on all aspects of equipment, selecting music, and public speaking using a microphone will be provided to all candidates hired.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other duties may be assigned:

Equipment Operation and Care

1. Transport Equipment to job site (Using personal vehicle and/or company truck/trailer).
2. Setup equipment prior to event
3. Tear-down and return equipment to storage
4. Connect, test and troubleshoot equipment on-site
5. Disconnect and pack all gear accordingly
6. Note any issues for maintenance and report to supervisor
7. Assure all gear is in working order before leaving job-site
8. Clean up any items left behind
9. Has the knowledge and skills to consistently overcome technical difficulties

Reliability

1. Extremely responsible, reliable, and organized
2. Maintain availability for weekend work (80%)
3. Be consistently on-time or early
4. Follow and respect time-off procedures
5. Has reliable transportation
6. Always follows all procedures while working alone without supervision
7. Utilizes checklists and procedural sheets to minimize error

Interpersonal Skills

1. Project a positive image for our company
2. Exceptional people skills and friendly demeanor at all times
3. Highly responsive to clients emails and phone calls

4. Goes above and beyond what is expected to help clients, guests, and team members
5. Display a positive upbeat attitude towards work
6. Able to work with other vendors
7. Be able to work alone or as a team member

Communication Skills

1. Must be comfortable working in front of people
2. Ability to speak publically, with a microphone, in front of large crowds

Professionalism

1. Courteous and friendly at all times
2. Wear a suit to all functions, with appropriate tie, unless the requirements are reduced by management.
3. Check with customer throughout the event to ensure customer satisfaction

QUALIFICATIONS: To perform this job successfully, an individual must be able to meet the following requirements:

- Must have valid driver’s license
- Own a reliable vehicle with insurance
- Ability to read and follow maps
- Proficient with computers, software, and using the Internet
- Access to a cell phone, computer, Facebook, and email
- Lift at least 60 pounds
- Must be able to pass a background check
- Commit to at least 1 year of employment
- Learn quickly

DESIRED SKILLS (but not required):

- Experience as a disc jockey
- Familiarity with disc jockey equipment
- Understanding and familiarity with beat matching, cueing, looping, and mixing music

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to exercise good judgment in unusual situations.

PHYSICAL DEMANDS: While performing the duties of this job, team members are often required to stand for long time periods. The team member must lift and/or move 60 pounds or more repeatedly including up and down stairs and through narrow corridors.

WORK ENVIRONMENT: While performing the functions of this job, the team member are occasionally exposed to high noise levels. Events may be indoors or outdoors.

By signing below we agree that the employee has the experience and/or training to carry out the duties as outlined in this job description.

Employee’s Signature _____ Date _____

Manager’s Signature _____ Date _____