

Title: VENUE MAINTENANCE (Part-time (hourly))

Contact: Mande Mikulski, Executive Director, mandee@andersonart.org

Job Description: The Venue Maintenance Staff is involved in all facets of the events/facilities operations including, but not limited to, equipment operations and maintenance, landscape and grounds maintenance, facility maintenance, security, and event setup and operation.

Supervision: The Venue Maintenance Staff will report directly to the Anderson Museum of Art's Business and Events Coordinator under the direction of the Executive Director.

Responsibilities:

1. Communication, Professionalism, and Pride
 - a. Communicate with supervisors, staff, and patrons in a professional and prompt manner
 - b. Take a sense of pride in job performance
2. Equipment Operation/Maintenance
 - a. Operation of equipment in a safe and appropriate manner, as as designed
 - b. Report all equipment problems and safety hazards to the Business and Events Coordinator
 - c. Complete preventative maintenance practices
3. Facility Maintenance
 - a. General maintenance
 - I. Parking lot maintenance and cleanliness
 - II. General maintenance of bathrooms, offices, classrooms, etc (light bulbs, faucets, etc)
 - b. General grounds/landscaping
4. Event Operations/Maintenance
 - a. Assist with equipment set up, tear down, and conversion as needed for scheduled events
 - b. Assisting with event security, often on weekends
5. Perform related duties as assigned, or as situation indicates
6. Work extended and/or irregular hours including nights, weekends and holidays, as needed.

Compensation:

This is a part-time, as needed, hourly position. The hourly wage starts at \$14 per hour. Must be able to work weekends, evenings and holidays.

Qualifications

1. Valid driver's license
2. Be able to lift 60 pounds to a height of 48 inches
3. Excellent oral communication skills
4. Excellent interpersonal skills
5. Willingness to learn new skills
6. Good work ethic and ability to work without close supervision

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.