

**Title: VENUE MAINTENANCE (Part-time (\$15 hourly))**

**Contact: Mandee Mikulski, Executive Director, [mandee@andersonart.org](mailto:mandee@andersonart.org), 765-649-1248:**

*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, who will be under the direction of the Executive Director.

### **Communication, Professionalism, and Pride**

- Maintain professional and prompt communication with supervisors, staff, and patrons.
- Demonstrate a sense of pride in job performance and uphold the museum's reputation.

### **Equipment Operation/Maintenance**

- Operate equipment safely and efficiently per design specifications.
- Report any equipment malfunctions or safety hazards.
- Perform routine preventative maintenance practices to ensure equipment longevity.

### **General Maintenance**

- Parking lot maintenance and cleanliness.
- Maintenance of bathrooms, offices, classrooms, etc. (e.g., light bulbs replacement, faucet repairs).
- Maintain general grounds and landscaping to enhance the aesthetic appeal of the venue. This includes mowing the lawn and shoveling snow when necessary.
- Perform light maintenance tasks as needed.

### **Event Operations**

- Assist in equipment setup, teardown, and conversion for scheduled events including tables and chairs.
- Provide occasional support for event security, particularly during weekend events.
- Assist with special event projects and undertake additional tasks as assigned.

### **Work Schedule**

This is a part-time position with flexible hours, offering versatility in scheduling. Candidates must be willing to accommodate a changing schedule, which might include nights, weekends, and holidays, based on operational demands.

### **Compensation:**

This is a part-time, hourly position with a starting wage of \$15 per hour.

### **Qualifications:**

- Valid driver's license.
- Ability to lift 60 pounds to a height of 48 inches.
- Excellent oral communication skills and Strong interpersonal skills.
- Willingness to learn and adapt to new skills and responsibilities.
- Good work ethic and the ability to work effectively with minimal supervision.

*Please note that this job description is not designed to cover or contain a comprehensive listing of the 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.*