



# THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 507 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

**TITLE:** Facilities Assistant (Evenings & Weekends)

**REPORTS TO:** Production & Operations Manager

## **JOB PURPOSE**

This position ensures that The Center for the Arts stays clean, well-maintained, and ready to go for our various programs including live concerts, classes/workshops, gallery exhibitions, and special events both on and off-site.

## **DUTIES and RESPONSIBILITIES:**

1. Set up and strike rooms for scheduled activities, such as meetings, receptions and concerts according to specific event requirements
2. Set up and strike off-site outreach booths for local community market events.
3. Monitor placement of room furnishings before and after Center events
4. Maintain storage areas and all rooms throughout the facility, ensuring that they are neat and orderly at all times.
5. Post and remove advertising posters according to an established calendar and rotation system.
6. Place and remove reserved parking signs for Center events.
7. Monitor the Ready Nevada County community arts events bulletin board, making space for new postings and removing postings as necessary.
8. Perform routine cleaning (dusting, vacuuming, moping, sweeping, wiping down tables and chairs, removing cobwebs, etc.). Empty trash cans as needed, at least weekly.
9. Perform occasional maintenance on the building (touch-up paint, lighting replacement, power washing, etc.) to keep things in top condition.
10. Organize and monitor equipment logistics for off-site shows
11. Track and recommend procurement of equipment, materials and supplies as necessary.
12. Perform related duties as assigned by the Production & Operations Manager.
13. Maintain compliance with all company policies and procedures.



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## **QUALIFICATIONS:**

1. Bachelor's degree or three years related experience in a comparable arts environment.
2. Previous facilities experience preferred
3. Must be able to work evenings and weekends
4. Organizational skills are a must
5. Excellent verbal and written communications skills
6. Proficiency with basic computer programs and protocols
7. Some experience in working with outside vendors and contractors
8. Ability to work under pressure and meet deadlines while maintaining a positive attitude
9. Ability to lift and carry up to 50 lbs.
10. Enthusiasm for and positive representation of The Center's mission, values, goals and culture
11. A proactive and motivated work ethic with the ability to work quickly and efficiently to complete tasks and responsibilities
12. Ability to work independently as well as collaboratively with others
13. Ability to use maintenance tools and equipment such as ladders and hand tools
14. Valid driver's license and reliable transportation to and from the workplace

## **HOURS:**

Part Time (20-30 hours per week), covering evening and weekend shifts. Time varies based on event needs.