



# 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 (Part-Time)

**REPORTS TO:** Technical Director

**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. Work independently and efficiently in an environment in which needs and priorities are continuously shifting
2. Work several weeks in advance to create each week's work schedule and organize tasks to cover all of the facilities-related needs of a dynamic organization
3. Set up and strike rooms and room furnishings for scheduled activities, such as meetings, classes, receptions and concerts, according to specific event requirements
4. Monitor the facility and support the facilities-related needs of all teachers, students, renters, staff members, and event attendees with courtesy and professionalism
5. Maintain storage areas and all rooms throughout the facility, ensuring that they are neat and orderly at all times
6. Print, place and remove reserved parking signs for Center events
7. Post/remove advertising posters according to an established calendar and rotation system
8. Monitor the Ready Nevada County community arts events bulletin board, making space for new postings and removing postings as necessary
9. Perform routine cleaning (dusting, vacuuming, mopping, sweeping, wiping down tables and chairs, removing cobwebs, etc.)
10. Empty trash cans and recycling bins regularly
11. Perform routine maintenance and check-ups on fire alarms and emergency/backup lighting
12. Perform routine maintenance on the building (touch up paint, replace light bulbs, power wash, etc.) to keep things in top condition
13. Organize and monitor the transport, set-up, and strike of equipment for off-site events
14. Track and recommend procurement of equipment, materials and supplies as necessary
15. Use computer apps and Google Calendar to set and monitor HVAC systems throughout the building for the needs of each week
16. Direct and supervise crews of up to 4 employees to set up and strike furnishings, theater seating, and staging that cannot be moved easily by one person
17. Perform related duties as assigned by the Technical Director
18. Maintain compliance with all company policies and procedures



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## **QUALIFICATIONS:**

1. Previous facilities experience preferred
2. Must be able to work around a variable, event-based schedule that will often include evenings and weekends
3. Enthusiasm for and positive representation of The Center's mission, values, goals and culture
4. Organizational skills and skill and/or aptitude for planning and problem solving
5. Ability to look ahead and plan tasks and schedules several weeks in advance to cover all of the facilities-related needs of a dynamic organization
6. Excellent verbal and written communications skills
7. Proficiency with computer programs and protocols, including Google Calendar, Google Docs, Google Sheets, Gmail, and Zoom
8. Some experience working with outside vendors and contractors
9. Ability to work under pressure and meet deadlines while maintaining a positive attitude
10. Ability to safely lift and carry up to 60 lbs.
11. A proactive and motivated work ethic with the ability to work 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 (24-32 hours per week). Schedule varies based on event needs. Must have flexibility and evening and weekend availability.

## **COMPENSATION:**

\$18-22/hour depending on experience

## **TO APPLY:**

Email a resume and cover letter to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org)