OXFORD COMMUNITY ARTS CENTER

Protecting a Legacy ~ Promoting the Arts

Job Description

POSITION: PT Building Attendant
REPORTS TO: Facilities Coordinator
HOURS: A flexible schedule averaging 15-20 hours/week working select daytime, nights & weekends
SALARY: Starting pay at $14.50/hour; increasing to $15/hour after 90-day review period.

Summary:
The Oxford Community Arts Center (OCAC) seeks a customer-service oriented person with an excellent work ethic who will support and promote the mission and vision of the OCAC.

The Building Attendant oversees the proper use of the OCAC facilities. Example of duties include maintaining building usage logs, setting up and removing tables, chairs, podiums, and basic rental AV equipment; supporting events and rentals as needed; selling artwork or registering patrons for classes; performing light janitorial (cleaning restrooms, sweeping, mopping, vacuuming, washing dishes, disposing of trash, dusting, organizing, etc.); opening, closing, and securing the building for evening and weekend rentals and classes, and enforcing all OCAC rules and policies.

Primary hours are scheduled during weekday evenings, weekends, and occasional daytime shifts.

Major Responsibilities

- Building Maintenance & Patron Assistance
    - Assist patrons and the public courteously and professionally;
    - Perform physical setup and teardown of tables, chairs, and equipment;
    - Maintain facility readiness through light janitorial duties;
    - Use Square to process payments and use a PC for class registration and building logs;
    - Use OCAC's Connecteam app on a personal mobile device to access schedules, clock in and out, review assigned duties, and communicate with staff;
    - Acknowledge schedule updates and shift change notifications in a timely manner through Connecteam and communicate availability when adjustments are needed;
    - Demonstrate willingness to take on other related duties as assigned.

- Event Host
    - Open, close, and secure the building for rentals, classes, and events;
    - Serve as the rental client's on-site point of contact for the duration of the event;
    - Set up and remove basic rental AV (microphone, speaker system, screen, projector);
    - Interact with guests, answer questions, and support hired event staff.

- Concert Assistance
    - Assist the Theatre Technician with setup and teardown of staging, lighting, and sound equipment for concerts and performances, under direction of the Theatre Technician.

Qualities

- Exhibit enthusiasm, courtesy, adaptability, flexibility and a spirit of cooperation;
- Work independently and as a team player;
- Maintain effective interpersonal relations and work well with staff, Board, committee members, interns, volunteers, community groups, and the public;
- Respond effectively and efficiently to patron needs;
- Ability to work nights, weekends, and some holidays, as necessary.

Qualifications

- High School Diploma or GED. Must be 18 years or older.
- 3-5 years of experience working with the public.
- Previous experience in custodial and facility operations is desirable.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this position. Must possess mobility, strength, and stamina to perform physical work for extended periods. The employee is frequently required to bend, twist, lift, walk; stand; climb ladders; place and move equipment weighing up to 50 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; and interact with employees and the public.

To Apply

Please submit a notice of interest and a resume in PDF format to the attention of Donna Stevens, Facilities Coordinator, at donna@oxarts.org

Please Note: This is a part-time at-will position working fewer than 1,248 hours per fiscal year and is non-benefited.

The OCAC values a diverse workplace. The Oxford Community Arts Center is an equal opportunity employer.

Position is open until filled. Only those applicants selected for an interview will be contacted.