

## **Juneau Arts and Humanities Council Event Crew**

The Juneau Arts and Humanities Council Event Crew person works to care and maintain the Juneau Arts and Culture Center and Centennial Hall, including set ups and take downs for event, custodial work, care of equipment, and maintenance of the grounds. Working under the supervision of the Hall Manager and with guidance from the JACC manager, this person helps to set stages, chairs, set up audio/visual equipment, help with decorations, perform minor facility maintenance and provide regular custodial services.

Responsibilities include:

- Set up and take down of the furnishing and equipment for events as ordered by the clients. Drop electrical or internet connections from a 25' catwalk. As needed operate a lift, set stages, move pianos, and set up pipe and drape. Prepare the physical space for events according to the plans from the patron, under direction of the Technical Director.
- Set up and take down audio/visual equipment, which may include programming the light and sound board, setting theatrical lights, connecting phones, video conferencing equipment, internet, recording cameras, and other equipment as needed.
- Clean building and restrooms, restock paper products, empty trash, wipe down walls, glass, and other surfaces and kitchen appliances, in accordance with established protocols. Perform floor maintenance including daily, monthly, and other scheduled tasks.
- Provide customer service and security during events, greeting customers and trades people, and serving at the front desk in the evenings providing box office and other support. Unlock and lock up the building following established guidelines.

### **Successful applicant must:**

- Be able to lift 40 + pounds.
- Be able to work 25 feet above the ground.
- Have a driver's license and reliable transportation.
- Pay attention to details, and have the ability to work independently.
- Have good customer service skills, and a strong work ethic.
- Pass a background check.

### **About the job:**

- This is a part-time, permanent hourly position, which may transition to full time.
- Hours are very variable and will require occasional early mornings and late evenings, and will include some weekend shifts.
- Employment is at-will, and is subject to a two-month probationary period.