

## **Centennial Hall Behind the Scenes Event Crew**

The Centennial Hall Behind the Scenes Crew person works to care for and maintain the Centennial Hall and the Juneau Arts and Culture Center, including setting up and taking down for events, janitorial work, care of equipment, security, and maintenance of the grounds. Working under the supervision of the Centennial Hall Manager and with guidance from the JACC manager, this person works to set up and take down of events, do janitorial work, provide event security, help with AV or lighting, provide customer care, and in general ensure that the buildings run efficiently and smoothly. While primarily responsible for Centennial Hall activities, this person also serves in a similar capacity at the Juneau Arts and Culture Center as needed.

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.
- Understand how to clean efficiently, know how to care for equipment, understand inventory systems, be organized.
- 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.
- Days and 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.
- At the conclusion of the probationary period, eligible for leave time and holiday pay.