



Job Description

Position: Seasonal Event Staff
Reports To: Director of Operations
Status: Part-time/ Non-Exempt
Schedule: Varying hours, nights, weekends and holidays required

Role Summary

Seasonal staff are responsible for setting up and taking down all necessary equipment for events, rentals and performances in the Academy's three venues. The venues include a black box theatre (up to 650 person capacity), the Academy Historic Theatre (835 person capacity) and the Anne White Gallery (100 person capacity). This role works with the Academy Center of the Arts' Facilities team to ensure all equipment is properly cared for and organized between events, and stored safely and properly.

Essential Duties & Responsibilities

Daily Operations

- Reset/ Organize any and all event spaces
- Assist in take-down and appropriate clean-up in between events
- Assist the Facilities Manager and Facilities Assistant with organizing all storage areas

Facility Rentals

- Act as an Academy representative to assist with the renter or client in any and all needs before or after an event
- Assist front of house as needed
- Additional duties as necessary

Qualifications

- Must be able to lift 50 lbs
- Ability to work in a sometimes fast paced and rapidly changing environment
- Excellent organization skills and ability to multitask
- High level of attention to detail
- Must be able to work well independently but must be also capable of working as part of a team and able to lead, train, and motivate others.