

# The John G. Shedd Institute for the Arts

868 High Street, Eugene, OR 97401  
PO Box 1497, Eugene, OR 97440-1497  
Telephone: 541/687-6526  
Email: office@ofam.net  
Website: www.theshedd.org

## Job Posting: Venue Assistant

**POSTED:** 12/01/07 (does not close)  
**COMPENSATION:** \$8:30/hour  
**HOURS:** part time, flexible hours; weekends and evenings; 15-24 hours per week

The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.

### **RESPONSIBILITIES:**

Production Assistant provides production, administrative, security, and event clean-up assistance. Primary project areas include, but are not limited to:

- **Production:** assists with room set-up and tear-down; fills a variety of performance staffing positions, including ushers, security, ticket sales, concessions, and merchandise sales;
- **Administrative:** processes advance ticket orders over the phone and in person; provides office assistance, including phone and walk-in reception, mailings assistance, and clerical tasks;
- **Security:** monitors after-hours building access and usage; performs building lock-down procedures at end of shift;
- **Event & building clean-up:** assists with removal of trash and recycling; performs basic cleaning tasks, such as sweeping, dusting, and mopping.

### **QUALIFICATIONS and ATTRIBUTES:**

- The ability to work a flexible schedule that varies week to week, including nights, weekends, and holidays.
- Strong customer service skills. The ability to remain friendly, professional, and courteous under pressure.
- The ability to handle money competently, make accurate change, and give attention to details.
- Ability to work within established guidelines and systems.
- The ability to transmit accurate information to both individuals and groups.
- Computer experience with the Microsoft Windows operating system and Microsoft Office.
- Outstanding phone presence and the ability to work with a multi-line phone system.
- Ability to lift up to 35 lbs.

### **APPLICATION PROCEDURE:**

Email applications encouraged. **Phone calls will not be accepted.** Submit the following:

- 1) Resume with the addresses and phone numbers of at least 2 references familiar with applicant's qualifications.
- 2) Cover letter indicating interest in the position, the extent of experience for this experience.

### **SUBMIT APPLICATION TO:**

Jan Easton, Venue Services Coordinator  
jan@ofam.net  
The Shedd Institute,  
PO Box 1497  
Eugene OR 97440-1497  
(Physical address 868 High Street, Eugene)