

## Job Posting: Venue Assistant

**POSTED:** 7/1/16 (does not close)  
**COMPENSATION:** \$9.75/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:**

Venue Assistant provides production, administrative, security, and event custodial 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.
- Strict dress/personal appearance code.

### **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:**

Kristina Gribskov, Business Office  
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The Shedd Institute  
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