

# ARTS FORT WORTH

## Facilities Associate Job Description

<b>Job Title:</b>	Facilities Associate
<b>FLSA Status:</b>	Full Time, Non-Exempt
<b>Reports To:</b>	Operations Manager
<b>Supervises:</b>	None

## Essential Duties and Responsibilities

The Full Time Facility Associate will assist with setup and breakdown of events and keep the facility in clean and orderly condition by sweeping, mopping, scrubbing and vacuuming hallways, stairs, office and auditorium, as well as performing the following duties:

- Sanitize and clean windows, door handles, bathrooms, and common areas throughout the day
- Empty trash and garbage containers throughout building and primarily during heavy trash times, i.e. events
- Notify management concerning need for repairs or additions to lighting, heating, plumbing, and ventilating equipment
- Remove trash from grounds areas
- Light maintenance duties
- Assist with client load in/out, heavy lifting
- Assist with events and table set-up
- Stock/organize paper goods and cleaning supplies
- Simple assembly of furniture, equipment, and tables
- Work safely without presenting a direct threat to self and others
- Work cooperatively with other employees and the general public
- Duties as assigned
- Climb ladders or steps to reach work area
- Use and care of power tools
- Bend and stoop repeatedly, make continuous or repetitive hand and arm movements
- Position will be required to work irregular hours, evenings, weekends, and holidays

Please note this position is primarily evenings and weekends.

## Qualifications

The ideal candidate will possess a high school diploma or General Education Degree (GED) with 1+ years relevant experience. Available to work at least 30 or more hours per week depending on event schedule. Must have reliable transportation.

Arts Fort Worth affords equal employment opportunities to all individuals regardless of race, color, national origin, sex, religion, age, disability status or sexual orientation.

**About Arts Fort Worth** Founded in 1963 as the Arts Council of Fort Worth and Tarrant County, Arts Fort Worth is a nonprofit organization with the mission to promote, nurture, and support the arts in Fort Worth. We are committed to challenging systemic and historic barriers by building a platform where all have an opportunity to express and see themselves in the arts. Arts Fort Worth administers a competitive grants program, manages the Fort Worth Public Art program, and operates the Fort Worth Community Arts Center, a dynamic arts complex with theaters, galleries, studios, and office suites, on behalf of the City of Fort Worth. The facilities we manage are available to rent for a wide range of private and public events and programs. Arts Fort Worth also provides educational programming and supports arts advocacy at all levels of government. Our programs and services are supported in part by the City of Fort Worth and the Texas Commission on the Arts.

For more information, please visit [artsfortworth.org](https://artsfortworth.org)