

## The Freeman Stage

### Seasonal Facilities Staff Job Description

#### **JOB SUMMARY**

Facilities staff are responsible for the execution of all activities required to maintain the Freeman Stage facilities in a safe and proper condition. Facilities staff report directly to the Facilities Supervisor and Facilities Manager.

#### **RESPONSIBILITIES**

- Must be knowledgeable about the Freeman Stage, it's programs, venue policies and safety plan and be able to communicate information in a courteous manner
- Support Standards for Excellence accreditation, processes and other nonprofit accreditations that further the expertise and effectiveness of the Joshua M. Freeman Foundation
- Execute overall maintenance of the facility including equipment, assets, landscaping and vendors
- Execute setup and breakdown of facilities to support Freeman Stage operations
- Support janitorial and grounds maintenance functions
- Participate in routine facility inspections
- Execute receiving and storage of Cafe inventory
- Assist with artist load-in/load-out, as needed
- Other duties as assigned

#### **QUALIFICATIONS**

- Employees (Applicants) must be 18 or older
- Must have a good work ethic and the ability to work without direct supervision.
- Must possess good time management skills
- Must be able to establish and maintain an effective working relationship with the public, other employees and volunteers
- Must be able to follow directions, both oral and written
- Must be able to stand and walk for several hours at a time
- Must be able to lift up to 50 pounds
- Must be able to work a flexible schedule, including nights, holidays and weekends

#### **REQUIREMENTS**

- Must possess or obtain Delaware Alcoholic Beverage Server certification
- Must successfully complete all required employment forms
- All staff are expected to remain professional at all times
- All staff are expected to adhere to and respect the Mission, Core Purpose and Vision of the Joshua M. Freeman Foundation

#### **COMPENSATION**

Hours are event driven. Evenings, nights and weekends are a must. Wages to be determined upon hiring. All candidates for hire will be given a contingent offer letter that must be signed and returned. Offers of employment are contingent pending background check

**Please send a completed application to Nick Sterrs at [nick@freemanfoundation.org](mailto:nick@freemanfoundation.org)**