

The Freeman Stage

Seasonal Event Operations Job Description

JOB SUMMARY

Event Operations Staff are responsible for the execution of all activities required to maintain the Freeman Stage facilities in a safe and proper condition. Event Operations Staff report directly to the Event Operations 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, including three professional references
- Employees (Applicants) 21 or older maybe be required, at times, to drive Foundation vehicles. As such all candidates are required to submit current driving record
- 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 upon the satisfactory completion of a background check and driving record.

Please send a completed application to Nick Sterrs at nick@freemanfoundation.org