



Position Description: Building Attendant

Department: Facility

Reports to: Facility Manager

Status: Part-time; hourly

Hours: Typical shift 4:30 – 10:30pm rotating daily schedule

Primary Responsibilities:

- Closes The Cowles Center at end of business day.
- Ensures security and performs rounds of The Cowles Center.
- Ensures the exterior grounds and sidewalks are free of debris and any obstacles that might prohibit safe access.
- Monitors all activities (first point of contact) in The Cowles Center and is knowledgeable about current events taking place in The Center.
- Provides customer services to visitors, guests and patrons of The Cowles Center.
- Ensures security of non-public entrances and exterior premises of The Center through the use and operation of the Card Access and Camera Monitoring system.
- Works with Front of House staff and Production Staff to ensure safe and appropriate access to back stage areas.
- Monitors the HVAC system.
- Monitors and schedules the loading-dock for loading, un-loading and deliveries for all users within The Cowles Center.
- Possess a working knowledge of the fire alarm systems.
- Works with the tenants on their requested needs within the approved guidelines of The Center.
- Responds to building needs as they arise in The Center.
- Event set-up and take down assistance for The Cowles Center events.
- Coordinate delivery of chairs and tables (when available) for Tenant needs/events.
- May include extended hours on performance and/or event nights
- Performs other related duties and responsibilities as required or assigned.

Qualifications:

EDUCATION: High school diploma or equivalent preferred.

EXPERIENCE: Experience in customer service or security work preferred. Arts background or interest a plus.

SKILLS/KNOWLEDGE/ABILITY: Strong communication skills; ability to work in a potentially high stress environment in a calm, professional manner; ability to carry, lift, and bend; and ability to work independently.

EQUIPMENT: Computer skills (MAC and PC);

TO APPLY: Email resume to ringram@thecowlescenter.org or mail to The Cowles Center for Dance and the Performing Arts; attention: General Manager; 528 Hennepin Avenue, Suite 200, Minneapolis, MN 55403. Deadline to apply is May 1, 2018.

No phone calls please. Women, people of color, and people with disabilities are encouraged to apply.

The Cowles Center for Dance and the Performing Arts is an equal opportunity employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state laws.

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