

**EDMONDS CENTER FOR THE ARTS  
Announces the following**



**EMPLOYMENT OPPORTUNITY:**

<b>POSITION:</b>	<b>FACILITIES ASSISTANT</b>
<b>CLOSES:</b>	Friday September 24, 2010 (or when filled)
<b>EMPLOYMENT STATUS:</b>	Part-Time Hourly, non-exempt
<b>COMPENSATION:</b>	Hourly Rate: \$10-\$12 per hour, DOE
<b>REPORTS TO:</b>	Operations Manager

**JOB SUMMARY:**

In support of meeting, athletic and performing arts events, the Facilities Assistant prepares, monitors and breaks down events, supports janitorial services and facilities maintenance activities. Position involves working with a wide range of clients.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Attention to detail
- Customer service skills
- Familiarity with computers
- Flexible schedule and reliable transportation (evening and weekend hours frequently required)
- Ability to work independently as well as in a collaborative environment

**EDUCATION AND EXPERIENCE:**

- Prior customer service or service industry experience required
- Professional appearance a must
- Strong communication skills
- Experience with facilities maintenance activities is a plus.

**WORKING CONDITIONS:**

Schedule is 2-4 weekday evenings and occasional weekends. Shifts are generally five hours or less.

To apply, please complete and submit an application form (required) along with cover letter, resume and three professional references via e-mail to [jeff@ec4arts.org](mailto:jeff@ec4arts.org), or by mail to: Facilities Assistant Search, ECA, 410 4th Ave. N., Edmonds, WA 98020.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. Edmonds Center for the Arts is an Equal Opportunity Employer.