



## **Job Opening Facility Associate**

**Opening:** Ready to hire immediately.

**Schedule:** 10 hours/week

**Location:** 375 Main Street in Watsonville

**Reporting:** This position reports to the Deputy Director

**Supervisory Responsibilities:** None

### **Salary & Benefits**

- Salary: \$22/hr
- Part-time, non-exempt position working an average of 10 hours per week. We are looking for a minimum one-year commitment. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.

**The Job:** We're looking for a resourceful, friendly individual with some venue booking and facility management experience to coordinate space use and facility maintenance and repairs at 375 Main Street. This job requires people skills and confidence to manage the facility and relationships between users.

### **Essential Duties and Responsibilities**

Responsible for coordinating space use and facility maintenance and repairs at 375 Main Street.

#### **Coordination 30%**

- Manage the online booking calendar and coordinate use of the space
- Lend and collect keys from tenants as needed
- Mail pickup and distribution

#### **Facility Management 70%**

- Responsible for all aspects of facility maintenance and repair
- Manage janitorial staff
- Coordinator repairs and inspections as needed
- First point of contact for the building landlord

### **Knowledge, Skills & Abilities**

- Bilingual in Spanish and English
- Organized and detail-oriented
- Handy - experienced fixing things, comfortable coordinating facility repair
- Experience with Google calendar / G Suite

- Skilled at working with and coordinating vendors
- Excellent interpersonal skills
- Self-directed, proactive, reliable
- Open communicator, unafraid to ask questions
- Comfortable with complex coordination

**And Now For Something Completely Different:** The ideal candidate will have the majority of the skills outlined in this job description. However, if you beautifully fit most, but not all, of the bill, apply anyway. In either case, be direct in your cover letter about your strengths and interests. Arts Council Santa Cruz County is an equal opportunity employer. People of color are strongly encouraged to apply.

**Who We Are:** For 40 years, Arts Council Santa Cruz County has led the charge to support the unique, ever-evolving Santa Cruz County arts community. We're passionate advocates for the arts and the organizations and people who make art happen. We believe in the power of the arts to transform our community, and our daily work of art reflects that belief. Our staff and board team are deeply committed to and fired up about our mission to generate creativity, vibrancy, and connection in Santa Cruz County.

**The Space:** The Arts Council is leasing a dance and performing arts studio out of a commercial site located in the heart of Watsonville, across from the historic downtown plaza on Main Street. This two story building offers two dance studio spaces, meeting, and office space on the second floor and an atrium for guests or small outdoor meetings.

At this studio, the Arts Council will partner with six local performing arts organizations to offer a menu of performing arts classes regularly on a year-round basis. In addition to providing studio space for its partner organizations, the Arts Council will rent studio space to other local organizations, businesses, and individuals who are natural collaborators based on shared interests and missions.

**To Apply:** Please email your resume and a cover letter in one PDF outlining your interest and fit for the position to [info@artscouncilsc.org](mailto:info@artscouncilsc.org). Please title your email and the PDF with this naming convention: **Your last name - Facility Coordinator Application**. In your cover letter, please do not restate information we'll find in your resume. Tell us why this opportunity is a good fit. Applications without a cover letter will not be considered. Applications accepted on a rolling basis/ready to hire immediately.

**Arts Council Santa Cruz County is an equal opportunity employer**, and is committed to providing services and making resources available to every resident of Santa Cruz County without regard to ethnicity, color, creed, religion, age, gender, gender identity, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.