

Facilities Staff

Hours: Temporary with the possibility of becoming Permanent. Part Time, 8-16 hours/week (non-exempt, hourly).

Schedule:

- **School Year (September-June):** Mondays, Tuesdays, Wednesdays, 6-10 pm; occasional - Saturdays, 10am-6pm
- **Summer (July-August):** Mondays, Tuesdays, 6-10 pm

Salary: \$16-18 per hour

Start date: Immediately

*Indian Hill Music, a community music school and performance organization in Littleton, MA, has an immediate opening for a part-time **Facilities Staff member**. This individual reports to the Assistant Director of Education and works with the staff, faculty, school families, volunteers, and concert patrons. The primary responsibility of this position is managing maintenance and security.*

Qualifications: Knowledge of facilities maintenance. This will include painting and general handy work and repairs, as well as basic knowledge of HVAC systems, electrical, plumbing, alarm systems, etc. for referral to outside vendors. Must have the ability to work independently and to handle set-up and break down of facility for various functions, including moving chairs, tables, and other equipment for event set-up (e.g. recitals, workshops, receptions, dinners). Comfort with computers and with basic supply inventory and ordering (coffee, janitorial, office, etc.). Working knowledge of PA/sound systems preferred but not required.

Primary Responsibilities:

- Setting up, maintaining, and breaking down sound equipment, chairs, tables, pianos, music stands, and other equipment for weekly and one-off events and rehearsals,
- Securing the building at the end of each evening,
- Helping to maintain the facility by performing minor repairs,
- Identifying larger issues to be handled by outside vendors (HVAC, electrical, plumbing, alarm, etc.),
- Reporting building issues and purchasing needs to supervisor in a timely manner,
- Managing litter on grounds and snow/ice on walkways,
- Assisting staff and faculty upon request with various tasks ranging from moving instruments to clerical tasks.

How to Apply

Please send your resume, any supporting materials, and salary requirements to Lisa Cleveland, Assistant Director of Education, at lcleveland@indianhillmusic.org with "Facilities Staff member" in the subject line. *Applications submitted without a salary range will not be considered.*

Indian Hill Music does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, mental or physical disability, veteran status, or any other category protected under applicable law in its admissions, education programs, activities, or employment policies.

Learn more: www.indianhillmusic.org