

Paramount Center for the Arts

913 West St. Germain Street
St. Cloud, MN 56301

Event Support Position Description

Position Title: Event Support
Organization: Paramount Center for the Arts
Reports To: Maintenance Manager
Wage: \$15/hour
Hours: Approximately 4-6 hours per theatre event. Hours dependent on theatre event schedule.

Job Summary: The Event Support position is responsible for the upkeep and cleanliness of the theatre, the lobbies, and the Visual Arts Studios public spaces during and after Paramount Center for the Arts events.

Job Duties: The duties of the Event Support include, but are not limited to, the following duties throughout the building:

- Clean restrooms
- Empty waste baskets and other trash containers
- Sweeping, light vacuuming and mopping
- Handling all recycling materials
- Report to the House Manager on duty
- Assist food and beverage staff, maintain food and beverage supplies and inventory
- Set up and take down tables and chairs for events throughout the building
- Other duties as assigned

Supervisory Responsibilities:

- This position has no supervisory responsibilities

Education/Previous Experience

- High School diploma is required.
- No maintenance experience is necessary. Will train.

Skills Required

- Ability to establish and maintain effective, pleasant and respectful relationships with other workers in the building
- Must have the physical and mental capabilities to perform the job, which include interpersonal skills, communication skills, learned and repeated skills, attention to detail and following directions
- Ability to lift heavy bags for refuse disposal (app 50 lbs)

- Ability to maintain a professional demeanor and appearance
- Ability to refrain from all negative and disrespectful discussions and behaviors in the work environment
- Ability to recognize and appreciate a clean environment
- Must be able to perform job duties with limited supervision

To apply for this position, please either:

- 1) Please fill out an application on our website @ [Employment | Paramount Center for the Arts \(paramountarts.org\)](https://www.paramountarts.org/employment)

OR

- 2) Send a hard copy of a letter of interest and experience to:
Maintenance Department
Paramount Center for the Arts
913 West St. Germain Street
St. Cloud, MN 56301

OR

- 3) Email letter of interest and experience to: info@paramountarts.org.

