Setup & Maintenance Technician

Position Description

The Andrew Carnegie Free Library & Music Hall seeks a part-time setup/maintenance technician. The ACFL&MH is a 30,000 square foot historic landmark facility that houses a public library, a theater, a Civil War room, and several unique programming spaces.

This position is primarily a labor-intensive job requiring daily lifting and moving of tables, chairs and other equipment as part of setting up and tearing down event layouts for a wide variety of Library programs, concerts, parties, weddings, and other events. You must be able to repetitively lift and move 25-50lbs.

Scheduling will vary depending on the needs of the organization, but setting up and tearing down for events will generally include approximately 10 hours a week. This position requires weekend availability, and may sometimes require availability seven days per week; however, the person hired will have the flexibility to work either early morning or late evening hours (or a combination) once training is completed. Weekly schedules, including floor plans, are provided in advance.

For a candidate with skills and experience in maintenance, additional hours will be available for tasks such as replacing light bulbs (comfort working on a ladder required), light plumbing duties, light plaster work repair and painting, and other minor repairs as they arise.

Dependability and reliable transportation are vital. Excellent communication with the Facility Manager, event and program staff will be expected in the form of text, phone or email. The right candidate will also maintain a friendly, professional presence when working around staff, clients, performers and patrons.

This position reports directly to the Facility Manager. Please email your resume to wyrickn@carnegiecarnegie.org. No phone calls or drop ins.