



## Job Description

### Venue Associate

Wortham Center for the Performing Arts, located in downtown Asheville, North Carolina, is seeking a part-time Venue Associate to support our upcoming 2026-27 Season of events in the Diana Wortham Theatre, Tina McGuire Theatre, and Henry LaBrun Studio. Wortham Center for the Performing Arts presents and supports local, regional, and national live performances in an array of disciplines including Dance, Music, Theatre, and Special Events.

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**Position Description:** Serves as a liaison for Wortham Center for the Performing Arts for various public and private events, custodial, and event management services. This is an hourly, part-time position with evening and weekend availability required. The Venue Associate reports to the Operations Manager. Hourly wage \$18 per hour.

**Primary Responsibilities/Essential Functions:**

- Set up and breakdown of event materials including but not limited to: tables, chairs, etc. as specified by the renter's request; seeing to custodial functions as related to the event; ensuring safety, security and fire code compliance; and light maintenance duties as they occur.
- Provide supplemental and event-related custodial services as needed and as related to specific events to restore the facility to an operational state after events. To provide clean-up and stocking as needed with a focus on public spaces and restrooms, emptying trash and recycling receptacles in public/event spaces, and spot-vacuum spaces. To respond to emergencies and special circumstances requiring custodial attention.
- Unlock specified doors per event host request; provide event supervision throughout duration of event; coordinate with event host regarding security procedures when necessary and any security personnel on-site; serve as first point of contact for emergency events; sweep the facility to determine "last in," and arm facility when necessary, noting who is responsible for arming if not "last in."

- Provide the highest level of customer service to renters and patrons.

Skills, Knowledge and Abilities:

- Ability to interact with the public; ability to operate the following machinery and/or equipment: various custodial supplies including commercial vacuum, mop and mop bucket, cleaners, and soft goods; emergency plumbing kit including water shut-off key and pliers (training provided).
- Must be available to work nights and weekends
- Able to work effectively and supportively as a member of a team
- Must be able to lift/move up to 20 pounds on a regular basis.

To apply: Send cover letter, resume, and three references to [jacob@worthamarts.org](mailto:jacob@worthamarts.org) with "Venue Associate" in the subject line. No phone calls or drop-ins please.

Wortham Center for the Performing Arts is a non-profit, public benefit corporation and operates as an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications for the position.