



## **Job Description**

### **Venue Associate**

Venue Associates serve as a liaison for Wortham Center for the Performing Arts for various public and private events, custodial, and event management services.

The Wortham Center for the Performing Arts includes the Diana Wortham Theatre, an active, 500-seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Diana Wortham Theatre presents a series of critically acclaimed touring artists in dance, theatre and music, a Student Series for classrooms, teachers, homeschoolers and families, and is the home venue for more than 40 local organizations which rent the theatre each season.

The Tina McGuire Theatre (100 seats) and the Henry LaBrun Studio (mixed use) opened in September 2019, providing opportunities for increased programming, access and venue availability for residents and visitors to Western North Carolina.

#### **Venue Associate's responsibilities include but are not limited to:**

- Set up and breakdown of event spaces according to layout needs and client requirements, while maintaining a high level of care for the venue assets.
- Provide custodial services throughout the facility during the length of the event.
- Communicating with House Managers to ensure facility needs and standards are met in a timely fashion during the event.
- Provide the highest level of customer service to patrons and clients.
- Performing other duties as assigned

#### **Qualifications:**

- 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

- Excellent organizational skills
- Able to work effectively and supportively as a member of a team
- Must be able to lift/move up to 25 pounds on a regular basis.
- Timeliness and ability to manage a changing event schedule

**This position reports to:** Front of House Manager

This position is currently open, pays \$18 an hour, and averages 5-15 hours per week. Wortham Center for the Performing Arts offers a supportive and dynamic work environment.

**Application:**

Submit a cover letter and current resume as one document to [opportunities@worthamarts.org](mailto:opportunities@worthamarts.org). Please use "House Manager" as the subject line. No calls or drop ins.

The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance, and credit history based upon the requirements of the position.

WCPA is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks.

WCPA is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply