Kleinhans Music Hall
Position Description

Position: Building Services Assistant
Part-time (20 hours)
Non-Exempt
Weekday hours flexible
Some weekends and/or evening work possible
$16.50 per hour

Immediate Supervisors: Kleinhans Director; Financial Accountant

Date of Posting: August 2021

Function: The Building Services Assistant helps with administrative details at Kleinhans Music Hall, working and assisting each department to ensure exemplary quality of service for clients.

Primary Responsibilities:

- Assist with maintaining and updating Master Calendar of events.
- Ensures weekly/monthly schedules are completed and posted for KMH personnel (parking, concessions, stagehands, engineers, EMT, Ushers, Security, traffic police, and front of house personnel)
- Collects and forwards employee payroll and enters stagehand payroll for Finance
- Liaison to Maintenance (cleaning crew) contractor.
- Accepts and signs for deliveries (linens, concessions, catering, supplies, etc.).
- Processes incoming and outgoing mail, routing to various departments as needed.
- Distributes rental packages and shows facility to clients.
- Maintains and tracks all event data and reporting.
- Engages in meetings with staff members as needed in order to enhance communication and create a seamless working relationship between all employees and departments.
- Assist Front of House staff during concerts as necessary.
- Other duties as assigned.

Essential Skills/Qualifications:

Excellent organizational skills and attention to details. Good written, verbal and interpersonal communication skills. Basic computer and willing to learn new systems. Strong work ethic and initiative and great attitude.

Equal Employment Opportunity Policy

Kleinhans Music Hall Management Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.