

# CROSTOWN ARTS

## **POSITION AVAILABLE: FACILITIES TECHNICIAN**

### **Purpose**

Crosstown Arts is seeking a facilities technician to perform a variety of tasks relative to general operations, maintenance, repair, configuration and appearance of a newly constructed contemporary arts center. Areas include public spaces, gallery and display spaces, indoor and outdoor event/performance spaces, art-making spaces, residences, food and beverage operations, tenant spaces, offices and a warehouse.

### **General Responsibilities**

- Monitoring mechanical, electrical, lighting, low-voltage, network, refrigeration, plumbing and kitchen equipment for proper operation
- Performing minor electrical, lighting and plumbing repairs
- Painting and performing light carpentry duties
- Maintaining historic utility carts, event equipment, furniture and rigging in good working order
- Assisting with special construction projects
- Overseeing contract HVAC, janitorial, temporary labor and grounds workers as needed
- Preparing and readying artist's studios and residences for new tenants
- Assisting in event set up, moving furniture and equipment, adjusting lighting and clean up after events
- Communicating via email and smart mobile devices
- Managing HVAC and lighting via building automation system
- PM record keeping
- Ordering and maintaining supplies and equipment
- Ensuring a safe workplace for employees and visitors
- Helping others on staff upon request, schedule and workload permitting
- Other duties as assigned

### **Requirements/Qualifications**

- High school diploma
- Associates degree preferred
- Trade school or apprenticeship preferred
- Ability to relate well with diverse populations and to work collaboratively
- At least 3 years of general maintenance/handyman work for commercial, educational, hospitality, arts or event-focused company
- Valid driver's license and reliable transportation
- Ability to pass background checks
- Knowledge of methods, equipment materials and safety procedures used in skilled maintenance work
- Skill to operate, maintain and store a wide variety of hand and power tools
- Ability to troubleshoot, diagnose and correct common equipment and systems

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- Good oral and written communication skills
- Ability to use the internet for research
- Working knowledge of MS Word, Excel and basic computer use
- Position will require climbing ladders, stooping, kneeling, reaching, lifting at least 50 pounds and standing and walking much of the day
- Ability to discern color
- Must be organized, detail-oriented, self-motivated and able to multi-task
- Must be able to work occasional overtime and weekends
- Must be adaptable and flexible
- Willingness to accommodate ongoing modifications to process, procedures, projects and tasks, including ongoing interruptions to workflow and plans that accompany a fast-paced, event-driven workplace

## **Compensation and Benefits**

- This is a full time salaried position
- Salary commensurate with experience
- Includes full individual health insurance coverage on Crosstown Arts' group insurance plan with Humana
- Includes three weeks of paid time off per year, which includes personal sick days and vacation

## **About Crosstown Arts**

### **Mission**

Crosstown Arts is a contemporary arts organization dedicated to further cultivating the creative community in Memphis. Managing multiple spaces that integrate varying components of exhibition, performance, production, education and retail, Crosstown Arts supports multidisciplinary and collaborative projects that interconnect people and organizations. Crosstown Arts welcomes anyone in the community to join any of our events or projects, regardless of prior experience or expertise with creative interests.

Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

### **Programs and Spaces**

As of November 2016, Crosstown Arts currently operates 30,000 square feet of space that includes the following: a visual arts gallery, a venue for community-organized art/music shows, an after-school program and ongoing monthly programs and events.

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The organization also sublets affordable space in the neighborhood for like-minded neighbors who share the vision of supporting the creative community. Those subtenants include: a photography studio and event space, one of Memphis' long-standing music venues, a dance studio, private art studios for a metal working artist and sculptor, a neighborhood music school and flea market.

In the spring of 2017, Crosstown Arts will move into its new 50,000-square-foot space in the renovated Crosstown Concourse building. Expanded programs and spaces will include a dedicated listening room for music performances, a 450-seat black box theater, a multidisciplinary residency program, a shared art-making facility with a woodshop, print shop, digital labs, etc., as well as other exhibition and performance spaces.

For more information about Crosstown Arts' current programs and spaces, go to [crosstownarts.org](http://crosstownarts.org).

For more information about the Crosstown Concourse development project, go to [crosstownconcourse.com](http://crosstownconcourse.com).

For more information about Parcels and details about leasing a residential apartment in the Concourse building, go to [parcelsatconcourse.com](http://parcelsatconcourse.com).

## **History of the Project**

Crosstown Arts was formed as a 501c3 not-for-profit arts organization in May of 2010 with a vision to renovate the abandoned 1.5-million-square-foot former Sears Crosstown building by creating a contemporary arts center as a centerpiece of the building and neighborhood development effort. From 2010-2013, the organization formulated a sustainable model for the building renovation project based on an overwhelming amount of community, city, private and government support. Crosstown Arts currently manages the contemporary arts programming as well as the Crosstown Concourse development.

To apply, please send your resume and cover letter with job title in subject line to [jobs@crosstownarts.org](mailto:jobs@crosstownarts.org). For more information on all of Crosstown Arts' job offerings please visit <http://crosstownarts.org/opportunities/careers/>