

1350 CONCOURSE AVE | MEMPHIS, TN 38104

# CROSTOWN ARTS

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## TITLE

Residency Housekeeper

## OVERVIEW

Crosstown Arts is a contemporary arts center that provides in one location state-of-the-art performance and exhibition spaces, professional art-making facilities, a multidisciplinary artist residency program, diverse education opportunities, a cafe and bar, and immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative anchor within Crosstown Concourse, a one-million-square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co in Memphis, Tennessee. The Crosstown Concourse complex is a one-of-a-kind vertical urban village with strong emphasis in arts, education, and healthcare, including a charter high school for arts and sciences, a graduate program in education, health and wellness institutions, grocery and marketplace, commercial and office space, and a diverse range of residential living options.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support diverse and far-reaching audiences. Crosstown Arts manages a variety of spaces and programs within Crosstown Concourse that integrate exhibition, performance, production, retail, and education. This commitment to a collective vision, collaboration, and sharing of resources unites the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse, and ultimately benefits the neighboring community and the city at large.

The multi-disciplinary Residency Program at Crosstown Arts provides individuals and/or artist collectives with time and space to focus on their work. Residencies provide live space (if needed), private studio space, meals, and access to a shared art-making workspace for up to sixteen residents at a time for 20 days to 10 month stays, based on an application procedure using outside judges. The program includes visual and performing artists, musicians, filmmakers and writers in all genres.

## JOB SUMMARY

The Residency Housekeeper will clean all residency live spaces as needed — 12 studio units and 2 two-bedroom apartments, as well as a shared living room, kitchen and laundry room. This could grow to include two musician's houses across the street from Concourse in the neighborhood. The housekeeper will be responsible for regularly washing linens and outsourcing linens when there is a high volume of cleaning needed. The Housekeeper will clean all residency common areas (communal laundry room, kitchen, living room and hallways) on a regular basis. During high volume turn-over periods of residency live spaces

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the housekeeper will oversee additional staff as needed. The housekeeper will also maintain storage areas and manage and inventory all supplies. In addition, the housekeeper will be responsible for the daily upkeep of the Crosstown Arts staff kitchen.

The position reports to directly to the Residency Manager. This position requires flexibility - there are a limited number of daily duties and random apartment cleaning when there is a turnover of a guest, as well as high need times during session turnovers when most or all of the apartments will need to be cleaned.

The ability to take direction and execute tasks independently is essential. The housekeeper should be dependable, willing to meet residency standards, and be open to critique. Efficiency, flexibility and organizational skills are important.

## RESPONSIBILITIES

- Clean all residency apartments as needed
- Clean common areas as scheduled
- Maintain residency kitchen and Crosstown Arts staff kitchen daily
- Maintain storage area and inventory supplies
- Outsource cleaning of linens and supervise extra cleaning personnel during high volume residency turnovers, as needed

## REQUIREMENTS

- Previous cleaning experience
- Dependability
- Ability to work with a flexible schedule
- Strong organizational skills and attention to detail

## BENEFITS AND COMPENSATION

This is a part-time hourly position. Hourly pay will be competitive and commensurate with level of experience and skill.

## TO APPLY:

Please send inquiries and three (3) references to:

[jobs@crosstownarts.org](mailto:jobs@crosstownarts.org).