



Weekend Facilities Assistant

Highfield Hall & Gardens facilities assistant is responsible for the general maintenance of the building and grounds on the weekends. This position provides support for programs, exhibitions and events, working nights, and weekends. We are asking for a commitment of approximately 30 weekends, 4 – 8 hours a weekend, April – December, and the ability to lift up to 50 pounds. A perfect position for someone looking for additional income with flexibility. An appreciation for arts and culture is important as well as an attentive eye to detail. This position reports to Programs and Exhibitions, compensation based on experience and availability.

- **Programs and Event Support**
 - Concert set up and break down
 - Stage and remove 80 – 100 chairs for music performances
 - Reposition piano as needed
 - Move furniture, rugs and art works as needed
 - Set up a stage for outdoor concerts
 - Assist sound engineers during large music events, move equipment
 - General program and event set up and break down
 - Move furniture and art works as needed
 - Set up and break down tables and chairs, and stage if needed
 - Prepare kitchen for culinary classes, light stove maintenance, general cleaning
 - Assist vendors, performance talent, and other staff as needed

- **Facilities – Building**
 - Janitorial services
 - Walk through the house, noting any issues or concerns, fix minor problems
 - Empty trash and recycling
 - Clean floors as needed
 - Replace light bulbs

- **Facilities –Grounds**
 - Grounds walk through
 - Remove trash
 - Monitor art works and property for vandalism or damage
 - Fix minor problems or report to staff