

# The John G. Shedd Institute for the Arts

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## Job Posting: Venue Assistant

**POSTED:** 1/25/2020  
**COMPENSATION:** \$11.75/hour  
**HOURS:** part time, flexible hours; weekends and evenings; 15-24 hours per week

*The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.*

### **RESPONSIBILITIES:**

Venue Assistant provides production, administrative, security, and event custodial assistance. Primary project areas include, but are not limited to:

- **Production:** assists with room set-up and tear-down; fills a variety of performance staffing positions, including ushers, security, ticket sales, concessions, and merchandise sales.
- **Administrative:** provides office assistance, including phone and walk-in reception, mailings assistance, and clerical tasks.
- **Security:** monitors after-hours building access and usage; performs building lock-down procedures at end of shift.
- **Event & Building Clean-Up:** assists with removal of trash and recycling; performs basic cleaning tasks, such as sweeping, dusting, and mopping.
- **Postering:** puts up posters at local businesses for future events.
- **Food Services:** assists with prep, serving, bar and clean up for pre-concert meals and other catered events.

### **QUALIFICATIONS and ATTRIBUTES:**

- The ability to work a flexible schedule that varies week to week, including nights, weekends, and holidays.
- Strong customer service skills. The ability to remain friendly, professional, and courteous under pressure.
- Current OLCC permit and food handlers card a plus; will need to get within first two weeks of work if hired.
- The ability to transmit accurate information to both individuals and groups.
- Outstanding phone presence and the ability to work with a multi-line phone system.
- Ability to work within established guidelines and systems.
- Ability to lift up to 35 lbs.
- Strict dress/personal appearance code. We issue a Shedd polo shirt that is short sleeved, and no visible tattoos will be accepted.

### **APPLICATION PROCEDURE:**

Applications via email, mail or Craigslist only. **Phone calls will not be accepted.** Submit the following:

- 1) Resume with the addresses and phone numbers of at least 2 references familiar with applicant's qualifications.
- 2) Cover letter indicating interest in the position, the extent of experience for this experience.

### **SUBMIT APPLICATION TO:**

Eryne Grant, Venue Assistant Coordinator  
[jobs@theshedd.net](mailto:jobs@theshedd.net)  
The Shedd Institute  
PO Box 1497  
Eugene OR 97440-1497  
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