

# ARTS COUNCIL OF FORT WORTH

**Job Title:** Part-Time Facility Associate  
**Reports to:** Facilities Manager  
**FLSA Status:** Non-Exempt  
**Department:** Operations Department

## **About the Fort Worth Community Art Center**

The Fort Worth Community Arts Center is a program of the Arts Council of Fort Worth. The Arts Center is a multi-disciplinary 501(c)3 nonprofit organization dedicated to presenting the arts, arts education, and programs that reflect Fort Worth's creativity and diversity.

Our gallery presents several exhibitions each year, including juried exhibitions, theme exhibitions, and solo shows. We provide programming to provide access to contemporary art to a broad public through exhibitions, classes, and public programs. We provide platforms for visual artists through exhibitions and an online visual artist registry through the Texas Artists Coalition, our artist membership program. We provide a series of artist opportunity initiatives, including a temporary sculpture program and an art collective residency. We work with the Arts Center's performing arts programs in administering varied cross-disciplinary programs.

## **Essential Duties & Responsibilities**

The Part Time Facility Associate will assist with setup and breakdown of events and keep the facility in clean and orderly condition by sweeping, mopping, scrubbing, and vacuuming hallways, stairs, office, and auditorium, as well as performing the following duties:

- Sanitize and clean windows, door handles, bathrooms, and common areas throughout the day
- Empty trash and garbage containers throughout building and primarily during heavy trash times, i.e., events
- Notify management concerning need for repairs or additions to lighting, heating, plumbing, and ventilating equipment
- Remove trash from grounds areas
- Light maintenance duties
- Assist with client load in/out, heavy lifting
- Assist with events and table set up
- Stock and organize paper goods and cleaning supplies
- Simple assembly of furniture, equipment, and tables
- Work safely without presenting a direct threat to self and others
- Work cooperatively with other employees and the public
- Duties as assigned

<sup>1</sup> Our DEIA Value Statement:

**Arts for All**

*Creativity transcends all barriers, real and perceived. We commit to challenging systemic and historic barriers by building a platform where all have an opportunity to express and see themselves in the arts.*

- Climb ladders or steps to reach work area
- Use and care of power tools
- Bend and stoop repeatedly, make continuous or repetitive hand and arm movements
- Position will be required to work irregular hours, evenings, weekends, and holidays - Please note this position is primarily evenings and weekends

**Qualifications:**

The ideal candidate will possess a High School diploma or General Education Degree (GED) with 1+ years relevant experience. Available to work at least 20 or more hours per week depending on event schedule.

Must have reliable transportation.