

Dougherty Arts Center Customer Service/Front Desk Facility Attendant

Flexible schedule, Thursday - Sunday evenings. Some Saturday - Sunday daytime hours may be available. \$8.00 per hour.

This position is classified as 'temporary' (no benefits) with an average of 6 - 12 hours per week, year-round, depending on need and availability. We also hire substitutes who may only want to work occasionally, with shifts available seven days, daytime and evening.

Duties: Greet and direct customers in person and by telephone. Provide information about the Dougherty Arts Center programs, including our renter's shows, and other Department programs. Assist customers and tactfully resolve front line conflicts. Document visitor attendance for monthly reports.

Assist with facility operations and maintenance such as checking out keys and equipment, replacing toilet paper, sweeping and mopping spills and other attendant duties. Perform all security procedures, participate in evacuation drills, enforce facility rules (no smoking, etc.), complete incident reports and perform other operating procedures.

This position is ideal for attentive students, retirees, visual artists, others looking to work a few hours per week with a flexible schedule. The environment and pace is mostly low-key, but busier during larger events. Reliability is critical. Business casual office in creative environment.

Minimum Qualifications: H.S. grad, 18 years of age and 6 months of related experience.

Preferred qualifications: 1 - 3 years of facility attendance or customer service experience.

Send resume with your qualifications to jcbgallery@austintexas.gov. Position will be open until filled. Interviews begin immediately. The top candidate must approve of a criminal background investigation. Please submit all resumes through the email. No calls, please.