

SILVERMINE ARTS CENTER

Position Title: Studio Support & Facilities Maintenance

Reports To: Facilities Manager

Level: Part-time/16-20 hours per week

Hourly Wages: \$20/hour

Organization:

Incorporated as a non-profit organization in 1922, Silvermine has exemplified excellence in art and art education for nearly a century. Our mission is to cultivate, promote and encourage growth through the arts and to provide arts education and appreciation opportunities for the greater community. For over 100 years, Silvermine has provided art experiences that engage individuals of all ages, ethnicities, races, genders and income in creative expression and discovery through making and exhibiting art.

Our five-acre campus in New Canaan encompasses an award-winning School of Art; a nationally renowned Guild of over 300 professional artists; a complex of five galleries presenting exhibitions by emerging and established contemporary artists; a permanent collection of original prints; and an outdoor Sculpture Walk that blends art and nature.

Our educational mission extends beyond our campus. Our extensive Educational Outreach Programs provide curriculum-based arts education to 2,000 children in under-resourced Bridgeport, Norwalk and Stamford schools and nourishes the creative spirit of individuals with disabilities or mental health issues through collaborations with neighboring non-profits.

For more information, please visit www.silvermineart.org

Position:

This is a part-time hourly position, 16-20 hours a week, for a late afternoon/evening shift with occasional weekend hours. Schedule is flexible with the ability to pick up more hours and will be assessed on a case-by-case basis.

Silvermine Arts Center is currently seeking a Studio Support & Facilities Maintenance Worker position to set up classes, maintain the art studios and gallery buildings and perform light grounds work to ensure full and productive use of Silvermine Art Center's campus. This role is responsible for the setup of studio classes and light janitorial work. To accomplish these tasks the Studio Support & Facilities Maintenance worker must work closely with School staff and instructors.

Responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS

- Execute daily afternoon studio set-ups and change-overs
 - Requires movement of easels, tables, chairs and some specialized equipment
 - Set up for occasional weekend and evening events as needed
- Distribution of equipment and materials within and between school buildings, including gas tank replacements, art supplies and water containers.
- Maintain school buildings and grounds in top condition to ensure full and productive use of the facilities. Responsibilities include:
 - Sweeping/Mopping
 - Garbage removal
 - Painting walls
 - Changing light bulbs
 - Stocking bathrooms with soap and paper towel
- Monitor inventory of custodial supplies and communicate to the school office when restocking is required
- Carries out assignments in a non-disruptive manner in areas receiving heavy public use
- Other duties as assigned by Manager or Administrative Staff

GROUNDS KEEPING

- Perform seasonal maintenance including light shoveling & salting, weeding etc.
 - Ability to adjust schedule accordingly and respond to demands for shoveling and salting after snowfall.
- Perform exterior building maintenance including cleaning gutters, removal of Ivy, weeding
- Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.
- Safely operate hand and power tools and maintain equipment as needed
- Safely handle & use herbicides and other chemicals used in grounds keeping

PHYSICAL DEMANDS AND WORKING CONDITIONS

ENVIRONMENT

- Respond occasionally to emergency calls outside of normal work hours
- Indoor/outdoor environment subject to changing conditions and temperatures
- Exposure to fumes, dust, dirt, oil/grease, odors, heights and loud noises
- Exposure to cleaning agents and chemicals such as disinfectants, propane, herbicides, and paints
- Direct contact with the public - students, teaching staff and administrative staff
- Working with or around machinery with moving parts

PHYSICAL DEMANDS

Strength and mobility to work in a typical school maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing; strength to lift and maneuver materials and equipment weighing up to 60 pounds with proper equipment or assistance; vision to read printed materials; and hearing and speech to communicate in person.

- Lifting, carrying, pushing and pulling objects weighing up to 60 pounds with proper equipment or assistance
- Climbing ladders and working from heights as necessary
- Dexterity of hands and fingers to operate a variety of custodial and grounds equipment
- Standing and walking for extended periods
- Bending, kneeling and crouching
- Clarity of vision at varying distances to perform custodial and grounds duties

HAZARDS

- Working with chemicals, tools, and powered machinery

QUALIFICATIONS

- High School diploma/GED; AND one (1) years of general maintenance experience; OR an equivalent combination of education, training and experience.
- Ability to read chemical labels
- Ability to meet required physical demands of position
- Understand oral & written communication
- Verbal, auditory and written capabilities to effectively communicate in an articulate manner

HOW TO APPLY:

Please submit a cover letter and resume to facilities@silvermineart.org.