

NOW HIRING - DAVID BROWER CENTER

Job Description: Layout Setup Assistant

Reports to: Events Director

Status: Non-exempt, Part-time (0–16 hours per week), At-Will, Special Assignment

Hourly Wage: \$26/hr

Last Updated: Jan 2025

Position Summary

The Layout Setup Assistant provides on-site facility support for the events department of the Brower Center's 45,000 square foot, multi-use office and conference center building and art gallery. Under the supervision of the Events Director, this position sets up event layouts that need to be completed outside of daytime staff's working hours and carries out limited janitorial duties. The Layout Setup Assistant plays a key role in making the Brower Center a welcoming and inviting space that is kept in excellent condition for our conference center clients.

This part-time position has variable hours from week to week upon assignment, as event bookings vary and may include daytime, evening, and weekend events. Most shifts are from 4-6 hours, concentrated in the early-late evenings (starting as late as ~10pm) and weekends and are completed independently. This job is particularly well-suited for a student schedule, as the Brower Center's busy season is in the fall and spring aligning with the academic calendar, with some down time over the holidays and in mid-summer. Our center is open for events 7 days a week from 7am- midnight, excluding major holidays.

Essential Functions

Event Layout Setup

Services are to be performed during variably assigned shifts and are scheduled through the events department.

- Physical set-up/takedown of all furniture, equipment etc. per floor plan provided by Events Team
- Ensure event furniture is clean and in good working order

Janitorial Duties

Services are to be performed in assigned areas in floor plan(s)

- Maintain clean and orderly spaces including vacuuming, sweeping, mopping, spot cleaning, wiping surfaces down etc. Focused areas: conference spaces, lobby, 1st and 2nd floor restrooms, and elevator
- Empty all trash and recycling bins in assigned areas, and wipe down receptacles as needed
- Maintain clean and accessible janitorial closet and furniture storage spaces

Other Duties

- Ensure all spaces are securely locked when work is finished
- Completes required paperwork in a timely and accurate manner
- Communicates facility and equipment problems to the appropriate staff
- Occasional event porter shifts during event occupancies to clean restrooms/empty waste bins/adjust layouts

Qualifications

- Minimum one year of event space work, facility maintenance, and/or custodial experience
- High School diploma or equivalent preferred
- Proactive with close attention to detail, interest in learning new skills
- Ability to perform repetitive tasks and meet deadlines independently
- Ability to operate various equipment necessary for the maintenance of the facility
- Ability to work at height on a ladder
- Ability to lift, carry, push, pull, and move heavy furniture and equipment (up to 50 lbs.)
- Ability to climb stairs and ramps, walk or stand for extended periods of time, and reach overhead

To apply, please send a resume to hire@browercenter.org with the subject line 'Layout Setup Assistant Application.'