

## **Green Box**

### **Operations Assistant**

**OVERVIEW:** The Operations Assistant is a year-round, part-time, non-exempt position. The hourly salary range is \$15-\$18 per hour. The specific focus of the position will be on areas related to and including the Green Mountain Falls James Turrell Skyspace. This position is responsible for providing groundskeeping, maintenance, custodial, and other visitor-related services to all Green Box activities. Work is performed both independently and in teams in accordance with organizational standards and procedures.

### **ESSENTIAL FUNCTIONS**

Working under the direction of the Operations Manager, perform daily duties including, but not limited to:

#### **PATRON SERVICES**

- a. Drive a off-road vehicle, as required, to assist patrons to access areas of the site
- b. Serve as 'experience guide' for individuals and groups, including school tours
- c. Serve as ambassador in dealing with visitors – about the exhibit, the rest of Green Box's portfolio of activities, and the town of Green Mountain Falls in general

#### **FACILITY OPERATION**

- a. Open and close all secured areas of the site at the beginning and end of each day
- b. Maintain interior and exterior lighting system, performing daily lamp checks and re-lamping as needed
- c. Secure site based on weather, as needed
- d. Maintain surfaces in Town Overlook pavilion
- e. Maintain signage and wayfinding throughout site
- f. Clean and/or pressure wash exterior areas and building surfaces as needed
- g. Assist with set-up and tear-downs of any special events

#### **DAILY GROUNDSKEEPING**

- a. Keep all areas of trails debris and trash free
- b. Manually pick up litter and debris from grounds and deposit refuse in designated containers
- c. Maintain trails and associated areas, as needed
- d. Maintain appearance of all pathways and public areas

## **CUSTODIAL DUTIES**

- a. Performing all cleaning duties, including restrooms, windows and garbage
- b. Utilize equipment such as blowers, brooms dusters, mechanical floor cleaners, polishers and scrubbers, vacuums and wet mops
- c. Clean and maintain UTV vehicle
- d. Monitor assigned area and equipment for damage or needed repairs

Perform other duties as assigned.

## **QUALIFICATIONS**

High school graduate or equivalent. One year previous experience in facilities maintenance, or equivalent work experience related to trails/art exhibits desired. Ability to maintain and operate necessary equipment. Ability to gain knowledge of Green Box's policies and procedures as applicable to facility maintenance and knowledge of the protection of works of art. Highly motivated to work independently and as part of a team. Ability and desire to interact with the public and create an amazing experience focused on art and nature. Ability to hike trails at 8,000 feet elevation and to work on your feet for extended periods of time. Adhere to Green Box policies and support management decisions in a positive, professional manner. Ability to obtain or currently possess a valid Colorado driver's license with a clean driving record. Must be insurable to drive a Green Box vehicle.

## **TO APPLY**

Email a cover letter and Resume to Sean Ives, Operations Manager: [s.ives@greenboxarts.org](mailto:s.ives@greenboxarts.org) by August 15, 2022