Event Anchor Crew (Centennial Hall and/or Juneau Arts and Culture Center)

The Event Anchor Crew is responsible for room set ups and take downs for events occurring in Centennial Hall or the Juneau Arts and Culture Center. Working directly under the supervision of the Crew Supervisor, with oversight by the Facility Manager, this person helps to set stages, chairs, set up audio/visual equipment, rig overhead lighting, help with decorations, perform minor facility maintenance and provide custodial services.

Note that Anchor Crew may be assigned to primarily CH or primarily JACC, and will work collaboratively with their peers in the other facility as needed, taking lead from the Crew Supervisor assigned to that facility.

Responsibilities include:

● Set up and take down of the furnishing and equipment for events as ordered by the clients. Drop electrical or internet connections from a 25’ catwalk. As needed operate a lift, set stages, move pianos, and set up pipe and drape. Prepare the physical space for events.

● Set up and take down audio/visual equipment, which may include programming the light and sound board, setting theatrical lights, connecting phones, video conferencing equipment, internet, recording cameras, and other equipment as needed.

● Clean building and restrooms, restock paper products, empty trash, wipe down walls, glass, and other surfaces and kitchen appliances, in accordance with established protocols. Perform minor maintenance including daily, monthly, and other scheduled tasks.

● Provide customer service and security during events, greeting customers and trades people, and serving client building needs during the event and other event support. Unlock and lock up the building following established guidelines.

Successful applicant will have:

● Ability to lift 40 pounds.

● Ability to work 25 feet above the ground.

● Have a driver’s license and reliable transportation.

● Attention to details, and ability to work both independently or as a part of a crew.

● Good customer service skills, and a strong work ethic.

About the job:

● This is a permanent hourly position, typical hours in the 30hrs/week range with possibility to transition to full time 40 hr/week.

● Hours are variable, and can include weekends and some early mornings, or late evenings.

● Employment is at-will, and is subject to a two-month probationary period.

● Benefits include seven paid holidays, the usual lunch and rest breaks, and leave time, accrued after two months at the rate of 1.5 days/month.

● JAHC does not currently offer employer health insurance.