Building Host at Taborspace:
Part-time position here at Taborspace (3 shifts/week, about 15-20 hours/week average, sometimes more)
Taborspace's Building Host position is a dynamic role that will center around day-of event hosting, but some light administrative tasks will be necessary for the role as well. There is lots of room to grow and shape the future of a vibrant community space!
Regular Shifts:
• Candidate must also be available for Thursday, Friday and Saturday night shifts 3:30 PM - 9:00 PM (roughly). IMPORTANT- This is not negotiable.
• Taborspace's available hours for scheduling events are Monday through Saturday, 8:30 AM-9 PM, and Sunday (roughly 1-8 PM).
• All current shifts must be conducted at Taborspace's physical location.
• Wage: $18.00/hr to start. Paid time off will accrue after a satisfactory probationary period.
Primary Responsibilities
• Know and maintain all building and room policies and encourage space users to follow our DIY (Do-It-Yourself) space use policies
• Know all event details each shift
• Communicate with space renters and direct guests
• Keep event board up to date
• Provide very friendly and fast-paced customer care
• Thoroughly clean and reorganize event spaces after space users have left
• Remove garbage from communal garbage cans, and event spaces when necessary • Perform building rounds throughout shift
• Perform outside building rounds throughout shift; remove any litter that may have collected
• Keep bathrooms clean and fully stocked
• Organize and stock janitorial supplies
• Maintain adequate inventory of supplies and report to administrative assistant when supplies are low
• Learn and maintain knowledge of our audio/video equipment; set-up and break-down equipment pre and post events
• Read and respond to all work emails and texts during each shift
• Attend Taborspace staff meetings Requirements:
• Be trustworthy, self motivated, and happy to take initiative; critical thinking and problem solving are essential
• Able to lift 30+lbs and move briskly throughout the 36,000sq ft building
• Self-motivated, hard-working, and friendly
• Pass a background check **Extensive knowledge/ experience setting up A/V equipment, general building maintenance, marketing, website and social media skills are greatly valued, though we will provide training.

Benefits:

• Holiday Pay
• PTO accrual (after 90 days) Please contact us by email with days and times you are available for an interview, a resume, two professional references, and a paragraph about yourself and what you hope to bring to Taborspace! Send application information to: manager@taborspace.org