



Colorado Chautauqua Association

POSITION DESCRIPTION

April 2021

Seasonal Event Custodian

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social, and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration, and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Purpose/Description

The Seasonal Event Custodian is a part-time, seasonal, non-exempt, non-benefited position having responsibility for creating a positive and safe guest service experience as well as ensuring the general up-keep, cleanliness, and security of the Auditorium, Community House, and surrounding areas. Evening and weekend work is required in meeting position responsibilities. For emergency and inclement weather reporting purposes this position is essential.

Duties and Responsibilities

- General upkeep and cleanliness of the Auditorium, Community House, and surrounding areas.
- Mist down entire auditorium after performances with sanitizing spray (seats, stage, fixtures, doors, signage, etc.)
- Remove trash, recycling and compost and clean venue room spaces and associated bathrooms.
- Stock amenities and ensure equipment is in working order.
- Fill and refill hand sanitizer containers throughout the venue as needed before, during, and after the event.
- Provides excellent customer service to all Chautauqua patrons and guests.

Experience, Skills and Abilities

- Similar experience working in a fast-paced event-related environment.
- Exceptional interpersonal skills and a friendly demeanor.
- Excellent time management and organizational skills.
- Flexible and able to accommodate changes effectively, function efficiently in a fast paced, complex, and demanding customer service environment.
- Able to execute multiple tasks simultaneously.
- Ability to work in an open space work environment.

Behavioral Traits and Attitudes

- High energy team player with a positive, can-do attitude.
- Self-motivated and able to work independently.
- Arrives prepared and on time for work.

Reporting Relationships

Reports to Public Events Manager, Programming & Event Operations Manager, and Manager on Duty (MOD).

Physical Requirements

Duties require lifting, pushing, pulling and/or carrying of objects weighing up to 75 pounds. Must be able to climb stairs, ladders as well as navigate the site which has a 200-foot elevation change.

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.