

# THE COWLES CENTER

**Position Title:** Facilities Associate (cleaning focus)

**Reports To:** Vice President, Performance Property Management Company (PPMC)

**Supervised by:** Cowles Director of Operations & Production; Cowles Facilities Manager

**Classification:** Full time, hourly, non-exempt.

**Schedule:** The schedule may vary depending on departmental needs, but the ideal candidate will work 6:00am-2pm Thurs-Mon. Considerations may be made for a Tuesday-Saturday schedule and possibly Monday-Friday if assigned to a different building.

Note: This position is employed by our partner, Performance Property Management Company and may be assigned to other properties on a temporary or permanent basis

**Organizational Overview:** The Cowles Center is a dance and performing arts hub that promotes movement and growth for artists through supportive programs and spaces; engages audiences through dynamic performances; and educates learners of all ages through robust and inclusive initiatives. Centrally located in downtown Minneapolis, the Cowles includes the 500-seat Goodale Theater, a historic Shubert building; is home to leading dance and performing arts organizations in the historic Hennepin Center for the Arts and Masonic Temple; the state-of-the-art Target Education Studio, housing The Cowles Center's innovative distance learning program; the TEK BOX studio theatre; and the U.S. Bank Atrium. The Cowles Center was developed and is owned and operated by Artspace Projects, Inc.

## Position Summary:

The Facility Operations Associate supports The Cowles Center for Dance & the Performing Arts by providing high quality customer service to guests, patrons, tenants, and fellow staff members. **This particular position will focus on cleaning/housekeeping, but we are interested in reviewing applications for candidates with heavier maintenance experience as well.** This position assists the Facility Manager in the daily operation of the facility including but not limited to housekeeping, HVAC, general maintenance and some security. The ideal candidate will be detail oriented, organized team player who can also work independently, and possess the ability to multi-task in a fast-paced, priority-shifting environment.

## Key Responsibilities:

- Vacuum, mop, dust, scrub all common spaces, hallways, stairwells, restrooms, dance studios, theatres, dressing rooms, corporate offices, etc of The Cowles Center. Not responsible for cleaning tenant offices.
- Daily sanitizing of high-touch surfaces of public spaces.
- Restocking and maintaining inventory of restroom supplies.
- Emptying of trash receptacles throughout facility.
- Cleaning of window and mirror surfaces.
- Cleaning of stainless steel/metal surfaces (i.e. drinking fountains, doors, trims, etc).
- Shampoo carpets as needed/assigned.
- Buff, clean and maintain various hard surface floors (marble tile, wood, vinyl, etc).
- Specialized cleaning of marley dance floor surfaces.
- Weekly and monthly deep cleaning of various spaces.
- May be required to open or close Cowles Center for the public business, as scheduled.



# THE COWLES CENTER

- Ensure sidewalks and thoroughfares are clear of debris, snow/ice, and other obstacles. Salt/treat as needed.
- Change lightbulbs and proactively perform other basic maintenance tasks as needed.
- Occasionally ensures security and safety of Cowles Center including monitoring security cameras, maintaining alley parking and removal of trespassers.
- Monitors all activities in Cowles Center and is knowledgeable of current events taking place to ensure correct facilities receive priority and are in working order.
- Monitors and maintains the HVAC system and responds to appropriate tenant requests.
- Possess a working knowledge of the fire alarm systems and evacuation policies.
- Responds to tenant and rental needs .
- Event set-up and take down assistance of Cowles Center events.
- May be asked to participate in other maintenance related activities, including, but not limited to: painting, electrical, demolition, drywall, plumbing, installation of HVAC equipment.
- Participate in flip of tenant spaces (i.e. clean-up/preparation of space after a tenant vacates).
- May be asked to perform all duties above or others as assigned at other Performance Property Management Company buildings.
- Other duties as assigned.

## **Required Qualifications:**

- Excellent customer service experience and positive attitude (enjoys working with people)
- Experience interacting with diverse visitors.
- Excellent written and verbal communication skills; ability to give appropriate consideration to others' concerns in order to address and resolve a variety of situations.
- Ability to navigate a wide variety of, sometimes unanticipated, customer service needs and/or emergencies.
- Ability to work under pressure of deadlines in an evolving, sometimes demanding environment.
- Strong attention to detail and excellent follow-through
- Ability to carry, lift (75lbs), bend and climb stairs and ladders.
- Ability to work nights, weekends, and holidays as assigned.

## **Preferred Qualifications:**

- Class C Boiler's License or other professional certifications a plus
- Experience in fine/performing arts or non-profit environment
- Interest in the performing arts
- Experience with or willing to learn carpet cleaner, snow-brush and other maintenance equipment, security, and HVAC systems.
- Experience with computers
- Proficiency in English, speech, writing and reading (does not need to be first language)



# THE COWLES CENTER

## COMPENSATION/BENEFITS

**Hourly:** \$15-\$17 per hour

The Cowles Center/Performance Property Management Company also offers a positive work environment, competitive benefits (health, dental, 403(B) w/ match, long-term disability and life insurance) and a mission you can stand behind.

*The Cowles Center provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age. The Cowles Center is proud to be an Affirmative Action / Equal Employment Opportunity / Veteran / Disability employer.*

## How to apply

To apply, please email resume and cover letter to [jbingham@thecowlescenter.org](mailto:jbingham@thecowlescenter.org)

**Applications will be reviewed on a rolling basis until a candidate is identified.**

