

# The John G Shedd Institute for the Arts

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**Job Posting:** Venue Assistant

**COMPENSATION:** \$15.25/hour

**HOURS:** part time, flexible hours; weekends and evenings; 15-24 hours per week

*The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.*



**RESPONSIBILITIES:**

Venue Assistants provide general event and building support including event setup and tear down, food service, administrative, poster distribution, security & custodial assistance.

**QUALIFICATIONS and ATTRIBUTES:**

- The ability to work a flexible schedule, including nights, weekends, and holidays.
- The ability to remain friendly, professional, and courteous under pressure.
- Current OLCC permit and food handlers card a plus; will need to get within first two weeks of work if hired.
- Ability to work within established guidelines and systems.
- Ability to lift up to 35 lbs.
- Professional dress/personal appearance code. We issue a Shedd polo shirt that is short sleeved, and no visible tattoos will be accepted.

**APPLICATION PROCEDURE:**

Indeed/Craigslist, email or mail applications only. Phone calls will not be accepted.

**SUBMIT RESUME TO:**

Sheddjobs@theshedd.net

Kelli Langlands

The Shedd Institute

PO Box 1497

Eugene OR 97440-1497

(Physical Address: 868 High Street, Eugene OR 97401)

*The Shedd Institute does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

*The mission of The Shedd Institute is to be an education and performance center where people find and nurture community through discovery, creation, and celebration.*