

JOB ANNOUNCEMENT

Part-Time Facilities Assistant

Village Arts Warehouse

Pay: \$20.00 per hour

Hours: Approximately 15 hours per week

Starting Date: Early August 2026

Applications will be accepted until the position is filled

About the Role

Village Arts Warehouse is seeking a dependable and proactive **Facilities Assistant** to help maintain our creative community space and support events. This part-time position is ideal for someone who enjoys hands-on work, takes pride in maintaining a clean and welcoming environment, and is comfortable assisting with a variety of facility and event-related tasks.

Responsibilities

- Perform light cleaning duties, including sweeping, vacuuming, mopping, dusting, and restroom upkeep.
- Assist with basic facility maintenance, including changing light bulbs, replacing batteries, minor repairs, and reporting maintenance concerns.
- Set up and tear down tables, chairs, displays, and equipment for classes, meetings, and special events.
- Provide event support before, during, and after programs as needed.
- Monitor facility spaces to ensure they remain safe, clean, and organized.
- Assist staff with general facility projects and operational needs.

Qualifications

- Reliable, punctual, and able to work independently.
- Comfortable performing physical tasks and lifting up to 40 pounds.
- Basic maintenance, custodial, or facilities experience is helpful but not required.
- Strong attention to detail and a positive, service-oriented attitude.
- Flexible availability, including occasional evenings and weekends for events.

Compensation & Benefits

- \$20.00 per hour
- Approximately 15 hours per week
- Flexible scheduling
- Opportunity to be part of a vibrant arts and community organization
- Meaningful work supporting artists, events, and community programs

To Apply

Please submit a resume and a brief statement of interest to Jessica Gallina at Admin@partnershipforarts.org or call 724-765-7061 for more information.

Village Arts Warehouse is committed to creating a welcoming and inclusive environment for all community members, artists, and visitors.