



Seeking Part-Time General Labor

\$17/hr

The Carnegie Center of Columbia Tusculum is a nonprofit community center whose mission is to promote and enrich community through diverse programming and celebrations while ensuring preservation of our historic landmark.

We are seeking a programming helper that can assist with set-up, day-of, and clean up of various programming events. This position requires flexibility in schedule and is as-needed approximately 10 hours per month. Lifting and moving moderately heavy items like produce crates, tables, chairs and props is part of the position and carrying boxes up and down stairs. May be requested to assist in making snack food items occasionally, such as popcorn or cotton candy. Example events that candidate will work include monthly Produce Pop-Up, Sunday afternoon performances, Community Art Day, etc.

The self-directed, flexible employee will communicate with the Executive Director about event set up details and report back after events. Candidate must have excellent communication and flexibility, a positive attitude, efficiency, time management, self-transportation to and from The Carnegie Center of Columbia Tusculum, and must be available weekdays and weekends, depending on event schedule. Typical shifts are between 2-4 hours each, but can vary. This job requires much physical labor.

This is an on-site, part-time position to start May of 2024. Compensation for this position is \$17/hr.

Qualifications

- * Must be self-directed given instructions
- * Schedule flexibility: weekdays, weekends
- * Excellent communication skills
- * Positive attitude

- * Good customer service and ability to interact positively with guests and community members
- * Have access to a phone and email on a regular basis
- * Be able to respond promptly to email and phone communications
- * Be able to lift/carry up to 50lbs
- * Be able to carry things up and down stairs
- * Work efficiently and productively
- * Time management skills
- * Access to transportation to and from The Carnegie Center of Columbia Tusculum
- * Fill out time sheets and turn them in promptly

Apply

Mail letter of interest to:

The Carnegie Center of Columbia Tusculum

3738 Eastern Avenue

Cincinnati, OH 45226

Or email to: events@thecarnegiecenter.org

Required Dates:

4/9 Produce Pop-Up, 9:30-11am, 6-7pm

5/7 Tuesday Summer Seniors, anytime before 1:30 set up tables/chairs

5/14 Produce Pop-Up, 9:30-11am, 6-7pm

5/23 Reading Event, 9:30am-3:30pm

6/4 Tuesday Summer Seniors, anytime before 1:30 set up tables/chairs

June Produce Pop-Up, 9:30-11am, 6-7pm

6/11 Tuesday Summer Seniors, anytime before 1:30 set up tables/chairs

6/18 Tuesday Summer Seniors, anytime before 1:30 set up tables/chairs

6/24 Set up for Art Museum Workshop, anytime

6/28 Tear down after event, 9:30pm

July Produce Pop-Up, 9:30-11am, 6-7pm

7/14 Madcap Puppets set up/tear down 11:30-2:15pm

7/28 Ice Cream and Opera set up/tear down, 2-4

8/4 Shakespeare set up/tear down 11:30-2:15pm

July Produce Pop-Up, 9:30-11am, 6-7pm

8/11 Living Story set up/tear down

8/17 Community Art Day, 9:30-3:30

August Produce Pop-Up, 9:30-11am, 6-7pm