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Art Center Staff (Rhein Center)

JOB: Seasonal, Hourly (Non-Exempt)

DEPARTMENT: Programming

REPORTS TO: Rhein Center Coordinator

SUMMARY: This is a seasonal position at the C. Kirk Rhein, Jr. Center for the Living Arts (Rhein Center) with varying day and evening hours. These individuals will work in a fast-paced environment as part of a team that supports the Rhein Center artists and coordinator.

Individuals must be available to work from mid-May to mid-September, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Demonstrate strong customer service for front desk, class registration and phone inquiries in accordance with registration procedures
- Keep building clean to ensure a quality experience; monitor class areas and hallways for cleanliness; perform minor repairs as needed
- Under supervision of the Rhein Center Coordinator, open/close cash drawer as needed; manage cash transactions
- Assist the Rhein Center artists
- Assist with facility set up and takedown for classes and special events as needed; open/close facility in accordance with procedures
- Provide assistance for special events and other programming
- Monitor inventory of art supplies, cleaning and facility supplies

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent with related experience or training. Arts Education major or related field preferred. Teaching experience is beneficial.

LANGUAGE SKILLS: The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 40+ pounds. Must be able to move tables and chairs. Must be able to climb ladders. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date