

Seasonal: Facility Assistant  
(June 1 – September 30, 2021)  
South Shore Music Circus, Cohasset MA

To qualify for this position, you must be willing to commit to working the whole summer season including weekend and evening shifts. This is a hands-on position working with a team and under the direction of SSMC Facilities Manager. Assistant Facility Coordinator will assist with and oversee all day-to-day tasks, responsibilities, and staff including security, parking, and cleaning as coordinated with the Facility Manager.

Duties & Responsibilities:

- Assist with and perform the maintenance of entire facility including grounds, equipment and production areas painting, cleaning, raking, parking lot & bathroom maintenance and any other facility tasks as needed
- Opening of facility as instructed by the Facility Manager
- Follow the guidelines of COVID rules
- Discuss department priorities and tasks on a daily basis with Facility Manager.
- Friendly, energetic and organized team player, pitch in and provide clear direction and leadership.
- Provide professional and courteous service to staff
- Responsible for providing guidance and assistance in emergency situations based on training
- Communicate and coordinate effectively with management and peers
- Strong work ethic, desire to work as part of a team; flexible and capable of multi-tasking.
- Access to reliable transportation, regular access to email.

Education, Experience & Training

- Must be 16 years of age
- Grounds Maintenance and Facility Crew experience

Must be able to lift and carry 50 lbs. for 25 yards; capable of standing, walking, twisting, bending and climbing stairs on a frequent basis

- Ability to operate facility equipment – lawn mowers, tractor, saws, clippers etc.
- Pay commensurate with experience \$20.00 an hour

To Apply: Please email resume and cover letter to [sparker@themusiccircus.org](mailto:sparker@themusiccircus.org)