

Employment Opportunity: Operations Assistant

About the Delaplaine

The Delaplaine Arts Center provides the Frederick region with educational opportunities and experiences in the visual arts through classes, exhibitions, and programs. Established in 1986, the Delaplaine is a dynamic nonprofit art education facility where visitors can view more than 50 exhibitions, participate in more than 200 classes and workshops, and experience dozens of engaging programs each year, reflecting our vision that “everyone deserves art.” The Delaplaine is located in historic downtown Frederick, Maryland, adjacent to Carroll Creek Park.

About the Position

This part-time, hourly position works Saturday evenings, 4:30 pm–12:30 am and Sundays, 11 am–5 pm. Some scheduling flexibility is required. The position reports to the Director of Operations.

Overview of Responsibilities

Front Desk

This position is usually the sole staff person on duty during evening classes and rental events, and as such is responsible for:

- Opening and/or closing the facility.
- Answering the telephone.
- Answering visitor and student inquiries.
- Checking in students, as necessary.
- Reviewing the Pass-On Log at the start of each shift and updating it as necessary.
- Assisting with Gift Shop sales.
- Assisting rental event hosts and attendees.

Facilities

- Removes trash from the building as necessary or directed.
- Sets up/takes down tables, chairs, and other events-related equipment as directed.
- Light cleaning as directed.
- Secures the facility at the close of the day.

Requirements

The ideal candidate will live within an easy walking or commuting distance for downtown Frederick.

Required

- Must be willing to work the required weekend schedule
- Must be able to move up to 60 lbs.
- Must be familiar with computer entry
- Must be able to set up and take down multiple tables and chairs
- Must be highly organized and able to work efficiently
- Must have excellent interpersonal skills and enjoy working with a people

Preferred

- Event experience
- Familiarity with point-of-sale systems

Starting Salary

\$15.50/hour

Send cover letter and resume (as a single PDF document) to artsnetwork@delaplaine.org. **No phone calls or direct emails.** Applicants who do not provide the requested materials or follow the prescribed process will not be considered. Review of applications will begin immediately. The position will remain open until the right candidate is found.

The Delaplaine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.