



DOCK AND OPERATIONS TECHNICIAN (PT hourly)

Job Overview

The Dock and Operations Technician will supervise load-ins/load-outs as it relates to events and will be responsible for receipt and deliveries for 222, housekeeping supplies, office supplies, Hatch Show Print, retail stock, shipping items, etc. This position will also assist Operations with duties including building walk through, warehouse runs, distribution of deliveries and coordination of bus repairs. This position is part time consisting of 20 hours per week including some weekends. Work hours will be scheduled in conjunction with the Dock Manager to ensure dock coverage during all hours of operation. This position will report directly to the Dock Manager.

Role Summary

- Ensure dock area is secure/organized/clean
- Review loading dock calendar daily for scheduled dock activity
- Manage all dock traffic including load ins/load outs for operations and events.
- Filing/record maintenance of inbound and outbound bills of lading
- Ensure safety standards are being followed
- Assist with delivery log for package deliveries and notify applicable staff upon arrival
- Assist with Studio B bus and bus operations as needed
- Monitor any and all items located on the dock
- Daily walk through of front of house and back of house to look for damage, maintenance requirements or anything out of order
- Assist with Bus Repairs and in house deliveries as needed

Key Qualifications

- High school diploma or GED
- Background in shipping and receiving
- Strong interpersonal and written/verbal communication skills
- Ability to work independently and in a multi-tasked, fast-paced environment
- Able to work flexible hours, including evenings, weekends, and holidays
- Must be able to lift 75 lbs.
- CDL with B class certification with passenger endorsement

- Background check required

Additional Information:

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

To apply for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to hresources@countrymusichalloffame.org **No phone calls please.**
