



DOCK AND OPERATIONS TECHNICIAN (FT Hourly)

FLSA Classification: Full-Time, Non-exempt

The Country Music Hall of Fame® and Museum Department of Operations

Applications are accepted electronically HResources@countrymusichalloffame.org

The Country Music Hall of Fame® and Museum has an opening for a full-time non-exempt Dock and Operations Technician in the Operations Department.

Company Overview: The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. See all available opportunities here: [Employment](#).

Departmental Overview: Our department is responsible for security, housekeeping, courier services, and dock management. Our goal is to support and be efficient to our staff and others in a professional manner as well as being a brand ambassador to external clients. To provide excellent customer service with everyone we interact with on a daily basis so that we may exceed their expectations.

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. Technician must be present for event set-up and tear down. Position will handle deliveries for 2|22, housekeeping supplies, office supplies, Hatch Show Print, retail stock, shipping items, etc. Position will assist Operations with duties including building walk through, warehouse runs, distribution of deliveries and coordination of bus repairs. Working hours will be scheduled in based on event calendar; to include nights, weekends and holidays. This position will report directly to the Lead Operations Tech.

Specific Job Duties:

- 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
- Duties include daily set up for events which include movement of tables, chairs, podiums, stage, pipe and drape, hanging of banners and other miscellaneous requests as well as set-up for 2|22
- Ensure that event space is re-set at end of event for next business day
- Ensure that entire front of house museum space is clean and organized throughout the day
- Assist with supervising temp staff, set-up staff, housekeeping staff, and vendors
- Ensure the cleanliness of the Facility, and event space meets CMHOF expectations
- Perform housekeeping and janitorial duties such as sweeping, mopping, dusting, pressure washing, etc.
- Support all CMHOF staff and assist with interdepartmental requests
- Perform other duties as assigned

Minimum Qualifications:

- High School diploma or GED

Preferred Qualifications:

- Experience in Shipping and Receiving

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):

- Ability to multi task and problem solve
- Ability to work independently and in a faced paced environment
- Ability to Multi-task
- Ability to work well with people internally and with the public
- Strong interpersonal and written and verbal communication skills

Conditions of Employment:

- Must be able to work a flexible schedule including weekends, evenings and some holidays
- Must be able to lift 75lbs
- Must pass a background check and driving record check
- CDL Class B license with passenger endorsement