



OPERATIONS TECH

Job Description:

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.

Role Summary:

- 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 assigned

Key Qualifications:

- This job will require working with the public
- Must be able to lift 75lbs continuously throughout workday.
- Must be able to work a flexible schedule including weekends, evenings, and some holidays
- Professional, Upbeat, and energetic
- High School diploma or equivalent
- Must pass a background check
- Communication skills a must
- Previous experience in the hospitality industry a plus.

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.**