

MISSOULA DOWNTOWN ASSOCIATION
Position Description

Job Title: Facilities Assistant

Reports to: Executive Director/Facilities Manager

Hours: Three hours per day, June through week-one of September. Additional hours are dependent upon presence or absence of Facilities Manager; scheduled events in the Caras Park Pavilion and other MDA needs. Events season generally runs from April through October with significant hours on weekends.

Function: The Facilities Assistant is responsible for watering flower baskets Downtown and oversees the Downtown banners. In the absence of the Facilities Manager, the Facilities Assistant oversees events in the Caras Park Pavilion. In such a case the Facilities Assistant is responsible for contacting and meeting with the Lessee, establishing the needs and time for set up, physically setting up the event, storing all equipment properly after the event is completed and cleaning event area to return it to its original condition.

Duties and Responsibilities:

- *Banners/ Flower Baskets*
 - Oversees maintenance of downtown banners and flower baskets
- *Public Relations*
 - Presents professional appearance while acting as a representative of the Missoula Downtown Association
 - Utilizes exemplary oral and written communication skills while acting as a representative of the Missoula Downtown Association
 - Serves as a liaison between the Lessee and the Missoula Downtown Association

In the absence of the Facilities Manager:

- *Event Planning / Scheduling:*
 - Communicates with MDA staff frequently for scheduling and event information and special needs or requirements of the Lessee
 - Meets with the Lessee prior to the event to discuss setup, special needs or requirements, and determines the use of MDA equipment and facilities
 - Ensures that event needs and specific details are clear and ensures conformity to lease agreement
 - Shows sensitivity to individual needs and special concerns (i.e. accessibility, power, water, etc.)
 - Arranges for appropriate equipment to be set up in a timely manner in relation to the start of an event
- *Event Set Up/ Tear Down*
 - Physically moves tables, chairs, stage pieces, tent pieces and other assorted items related to event from on-site storage to event area
 - Communicates with Lessee to accommodate any special needs or changes to original set up plan
 - Takes down and stores all equipment belonging to the MDA in on-site storage facility
 - Performs clean-up duties such as sweeping, dumping trash and hosing down event area after each event

- *Out to Lunch at Caras Park*
 - Facilitates the set up and tear down of Out to Lunch in Caras Park. Works closely with food vendors and a crew from Opportunity Resources
- *Other Duties*
 - Assists other Missoula Downtown Association personnel as needed to complete projects in a timely manner. This may include mailings, event set up, hanging plant maintenance or other Missoula Downtown Association functions

Required Qualifications:

- Proven time management and organizational skills
- Excellent interpersonal and communication skills used to establish and maintain effective working relationships with a variety of individuals
- Ability to lift up to 100 lbs. at a time
- Flexibility, dependability and reliability