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# THE SHED

## **Job Description: Handyperson**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

The Shed has been designed to be a highly adaptable, flexible, and technologically advanced art and performance facility. Reporting to the Facilities Supervisor, The Shed seeks a Handyperson to perform general maintenance, event related set-up requirements, and other duties associated with the daily operations of this multipurpose facility.

### **Key responsibilities include, but are not limited to**

- Aligning customer service with The Shed's mission to create a best-in-class visitor experience that is welcoming to all
- Performing electrical repairs, including maintenance and replacement of building architectural lighting
- Performing plumbing maintenance and repairs
- General maintenance and upkeep of walls, painting, doors and hardware, furnishings, equipment, flooring and other surfaces
- Supporting event-related activities, including setting up and removal of tables, chairs, movable wall partitions, furnishings and telescopic seating risers
- Assisting with the moving, storing, and delivering of equipment from the loading dock
- Cleaning and upkeep of offices, public lobbies, galleries, restrooms, dressing rooms, and other public and service spaces
- Other duties as may be required

### **Qualifications and Qualities**

- High school diploma or GED equivalent
- Knowledge and hands-on experience in the repair, maintenance, and operation of electrical, carpentry, plumbing, and mechanical trades
- Experience using and maintaining assigned power equipment and hand tools for the general maintenance of MEP equipment, floors, walls, carpets, furniture, windows and other surfaces
- Experience working in a museum or cultural institution preferred
- Ability to work as part of a team or independently



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- Can handle multiple tasks at once and prioritize importance to make sure deadlines are met in a timely manner
  - Strong verbal and written communication skills
  - Resilient and able to handle high-pressure situations without burning out
  - Ability to stand for the duration of the shift and lift 75 lbs.
  - Complete all required safety training as scheduled
  - Comply with The Shed's Uniform Dress Code and maintain a neat and clean appearance
  - Other duties, responsibilities, and activities may change or be assigned at any time with or without notice
  - Able to work a variable schedule including nights, weekends, and holidays

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Handyperson" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.