
THE SHED

Job Description: Dockmaster

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. Located within the Hudson Yards campus, The Shed's loading and support spaces are shared with the adjacent commercial and residential facilities and requires efficient and effective coordination. Reporting to the Facilities Supervisor, The Shed seeks a Dockmaster to oversee the daily operations of the loading dock and adjacent support areas.

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
- Monitor, track, evaluate, and participate in the safe and efficient loading and unloading process
- Coordination, scheduling, and notification of all loading dock deliveries while maintaining a clear and efficient flow within the dock
- Monitor and maintain housekeeping to ensure safety, security, and productivity
- Coordinate with multiple internal and external departments, including facilities, operations, security, special events, production, and curatorial for the effective loading, unloading, and delivery of supplies and program elements
- Provide analyses, suggestions, and ideas for the improvement of operations
- Ensures that freight is loaded correctly to ensure safe transportation
- Make quick and informed decisions based on the volume levels and communicate schedule to affected parties
- Inspect working conditions of tools and equipment needed for safe operation
- Works assigned shift/s as needed, must be available to work depending upon customer pick-up and delivery schedule

Qualifications and Qualities

- High school diploma or GED equivalent
- Prior experience working on a loading dock
- Experience working in a museum or cultural institution preferred

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- Strong organizational skills
 - Certified forklift operator with experience utilizing various lifts as necessary
 - Can handle multiple tasks at once and prioritize importance to make sure deadlines are met in timely manner
 - Exemplary verbal and written communication skills
 - Resilient and able to handle high-pressure situations without burning out
 - Responds well to constructive feedback
 - Ability to stand for the duration of the shift and lift 75 lbs.
 - Able to work a variable schedule including nights, weekends, and holidays

Work Environment

This job operates in a public assembly facility and professional office environment. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other departments and exchange accurate information; operate a computer and other office productivity machinery; move about the workplace; remain in a stationary position for 10-15 percent of the time; and extend hands and arms in any direction.

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 with "Dockmaster" 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.