
THE SHED

THE **BLOOMBERG** BUILDING
545 West 30th Street
New York, NY 10001

Job Description: Part-Time Dockmaster

About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

About the Position

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 part-time 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
 - 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 complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

Please note: The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

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