



ARTS CENTER MAINTENANCE ASSOCIATE JOB ANNOUNCEMENT

Caldera, a creative youth development organization serving Oregon youth from both urban and rural communities, is seeking a part-time Arts Center Maintenance Associate to support maintenance of our Arts Center based in Central Oregon near Sisters. Our Arts Center includes 20 buildings and is located in the Cascade Mountain Range on the shore of Blue Lake on 116 acres surrounded by the Deschutes National Forest.

The Arts Center Maintenance Associate will complete regular facility maintenance and repair; work with Caldera staff to plan for and track/document for building and landscape needs and processes; work with the Arts Center Programs Manager and other leaders to identify, potentially plan and manage larger facilities-and landscape-related projects (major repairs, remodels, new construction, etc.); and attend/participate in monthly staff meetings and occasional organizational events and meetings.

Position Details:

Position Title: Arts Center Maintenance Associate

Supervisor: Arts Center Programs Manager

Part time (~Max 30 hrs per week), non-exempt and based in Central Oregon.

Schedule: Wednesday–Sunday, acting as on-call overnight emergency contact on Saturday and Sunday or as scheduled. Occasional overnight in-state travel.

Compensation: Hourly position: \$18 per hour. 2017 benefits include paid time off; housing; full health, dental and vision insurance; 403(b) matching; long-term disability, short-term disability, and life insurance.

Working environment: Caldera offers a mission-focused workplace. This position requires frequent computer and phone usage, the ability to lift and move heavy materials and machinery (50 to 200 lbs), and to operate complex equipment and machinery, outdoor labor including construction and cleanup projects in summer and snow plowing in winter, and long periods of walking or standing.

About Caldera:

At Caldera, we believe in the power of creativity. **Caldera is a catalyst for the transformation of underserved youth through innovative, year round art and environmental programs.**

Our Youth Program provides students from Portland and Central Oregon with long-term mentoring that nurtures individual creativity, beginning in sixth grade and continuing into young adulthood. Caldera weaves the arts, nature, and personal expression into powerful work that ignites self-expression and allows young people to be creative change agents in their lives and communities.

Caldera has a 2.2 million dollar budget, a 17-member board, 18 full-time year-round employees, 2 part-time year-round employees, and a range of seasonally contracted artists and mentors (~50). Its main administrative offices are located in Portland, Oregon, and its Arts Center is

located outside of Sisters in Central Oregon, between Suttle Lake and Blue Lake.

Equity:

At Caldera we recognize a historic and persistent opportunity/achievement gap between white youth and youth of color. Closing that gap while increasing opportunities for all young people is a top priority of our organization. Race must cease to be a reliable predictor of a person's achievement and success. In order to achieve this goal we are committed to creating and fostering racial diversity at every level of the organization including but not limited to staff, youth, and leadership. With our hiring, our goal is a pool of highly qualified candidates who reflect the diversity of the youth community we serve.

Caldera is an equal opportunity employer encouraging applicants of all backgrounds and does not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Position Description:

Caldera's Arts Center Maintenance Associate (ACMA) works to ensure efficient operation and use of Caldera's Arts Center and surrounding land and lakefront, located in Central Oregon beside Blue Lake. The Maintenance Associate reports to the Arts Center Programs Manager (ACPM) and is responsible for supporting the Arts Center Maintenance Coordinator (ACMC) and Arts Center Programs Manager in the management, maintenance, and repair of the property (all fixed and natural assets and equipment).

This position is crucial to the fulfillment of Caldera's programs at the Arts Center and to hosting other events and groups on site. The person in this position may occasionally need to travel (mileage reimbursed) to Portland for all-staff meetings or activities.

Key Responsibilities:

- Report to the Arts Center Programs Manager (ACPC) and work in collaboration with the Arts Center Maintenance Coordinator (ACMC) to maintain Caldera's physical facilities, land, equipment and assets to support Caldera's program needs, renters' needs, maintain safety, and meet government standards.
 - Carpentry, plumbing, electrical and mechanical repairs.
 - Landscape maintenance.
 - Moving, maintaining, repairing and/or storing program equipment and materials.
 - Maintenance and repair and/or coordination of contractors for A/V systems, computer hardware, internet and phone systems.
 - Cleaning and janitorial tasks.
- Carry out tasks assigned and prioritized by the ACPM and ACMC on a daily, weekly, seasonal, and annual basis.
- Participate in onboarding/orientation, as well as ongoing on-the-job training with the ACMC and other staff or contractors.
- Carry out daily facilities and land inspections.
- Help to manage recurring/annual facility tasks/inspections (fire, kitchen, ropes course, HVAC Systems, etc.).
- Seasonal snow removal as needed.
- Play lead role in documenting and updating facilities maintenance processes and plans.
- Help create a positive, encouraging and motivating work environment, as well as play

lead role in liaising to other staff as well as renters to ensure needs are being met.

- In addition to securing site assets, maintain site security by making visual observations and approaching individuals not cleared to be on site or in unapproved areas.
- Respond to on-call needs and requests on property, including during overnight hours, up to five (5) days concurrently to assist all property coordination activities.
- Participate in Caldera's organization-wide efforts, including staff meetings, annual staff retreat, equity team meetings, and to support annual events (such as fundraising and public relations events).
- Any and all other tasks assigned by management for which the employee is qualified and physically able to perform with reasonable accommodations.

Required Qualifications:

Experience/Hard Skills/Knowledge:

- Minimum four (4) years relevant experience in the facilities maintenance and/or the construction trades.
- Current driver's license, ability to drive trucks and operate plows and machinery.
- Knowledge of Microsoft products including Excel and Word as well as Google Suite, and ability to learn new programs quickly.
- The ability to occasionally work flexible hours including nights and weekends and to stay on-site (accommodations available) at Caldera at least two nights per week.

Soft Skills:

- Ability to simultaneously manage multiple tasks and projects.
- Strong communications skills with the ability to communicate with all kinds of people.
- Ability to deliver excellent customer service.
- Ability to think clearly under stress and in emergency situations.
- Positive, engaged, enthusiastic, and supportive of Caldera's mission and vision.

Valued Qualifications:

- Contractor and construction licenses, license bonding and certifications.
- Experience with low-voltage electrical systems such as alarm systems, audio/visual systems, computer networks, etc.
- Carpentry and welding skills.
- Automotive repair skills.
- CPR/First Aid certifications.
- Nonprofit experience.
- Commitment to environmental conservation and stewardship and knowledge of how to put these principles into practice; an interest in the natural sciences.

To Apply:

Send cover letter and resume to Jobs@CalderaArts.org by August 11, 2017 at 5:00 p.m.
Position is open until filled.