

Event / Maintenance Staff Position

The James J. Hill Center is a non-profit business center, located in Saint Paul, Minnesota.

The iconic entrepreneur James J. Hill had a vision to provide the people of Minnesota with a Reference Library to support and grow cultural and economic development in the state. The James J. Hill Reference Library opened its doors in 1921.

At the James J. Hill Center our focus is business, community and entrepreneurship.

We are an iconic place to learn, convene and connect – in the community, business, the arts, technology, innovation and celebration. Our goal is to build sustainable and lasting relationships that enable entrepreneurial activities and economic prosperity by providing services, programming, and events.

This position provides a wide array of general building and grounds maintenance and set-up services in conducting building services and security operations relating to special Library events.

Requirements:

- Special boiler license preferred, or be willing to obtain license within 90 days
- Audio/Visual experience
- Availability to work evenings and weekends

Duties:

- Assuring safety and security for building and guests.
- Greeting guests
- Lifting and moving tables and chairs
- Monitoring and assisting guests with special needs (wheelchairs, crutches, etc.)
- Snow removal and salting
- Trash removal
- Assisting caterers and bar staff as needed
- Securing building at end of event and monitoring guest as they depart the building and grounds
- Other duties as assigned

Job Type: Part-time

Required experience:

- Event or Maintenance: 1 year