



**Job Title:** Facility Assistant  
**Job Type:** Part-Time  
**Hours of Work:** 15 to 37.5 hours per week  
**Hourly Rate:** \$17.00 per hour  
**Opening Date:** July 22, 2022  
**Closing Date:** August 7, 2022 5:00pm

The Tett Centre for Creativity and Learning (TCCL) is a charitable arts organization operating the historical J.K. Tett Centre on Kingston Ontario's waterfront. The TCCL fosters creativity and learning in the arts by providing a unique opportunity for arts enthusiasts, professional artists, students, visitors and the Kingston community to come together in vibrant setting offering an exceptional range of creative and engaging activities.

Join the Tett Staff team! The TCCL is seeking a part-time Facility Assistant. This individual is responsible for providing supportive services for the Tett Centre facility and assisting rental events, Tett programming, and facility operations. Together with the TCCL Staff, this individual works to ensure that the Vision, Mission, and Mandate of the TCCL are fulfilled to create a welcoming environment for the public. The successful candidate will be a good problem solver and able to work independently, while reporting to and under the direction of the TCCL Director.

### **Duties and Responsibilities**

- Providing customer service to rental clients and facility users during rental events, programs, and operations
- Prepare rooms for rental clients and Tett programs (e.g. furniture set-up, small equipment needs)
- Set-up and take-down of rental furniture and tech equipment
- Assisting facility users with AV equipment and lighting
- Representing the Tett Centre as support staff during building-wide events
- Maintaining and ensuring proper storage of all rental furniture and tech equipment
- Cleaning as required in common areas and rental spaces
- Providing administration support as required
- Supporting facility operations and performing other duties as assigned
- Evening and weekend work required

### **Job Specifications**

#### **1. EDUCATION & EXPERIENCE**

- Grade 12 diploma or equivalent education
- Minimum 1 year of related work experience, with preference given to experience in a public environment

## 2. KNOWLEDGE, SKILLS & ABILITIES

- Able to meet essential duties of the job such as moving furniture, pushing carts, climbing ladders, and setting up equipment
- Strong customer service skills
- Demonstrate communication, organizational, and problem-solving skills
- Able to work independently and as an effective team member in a cooperative manner with all members of staff, resident organization members, resident artists, volunteers, and outside agencies
- Knowledge of computers and experience with A/V equipment an asset
- Experience with minor building maintenance an asset
- Able to work irregular hours and weekends as required by the TCCL
- Must be able to obtain and maintain a satisfactory CPIC (Criminal Record Check including Vulnerable Sector) at own expense
- Lifting of equipment and supplies up to 20 kg

Interested applicants are invited to submit an electronic cover letter and CV/resume to Brianne Franklin, Director of the Tett Centre for Creativity and Learning at: [director@tettcentre.org](mailto:director@tettcentre.org) with the subject line 'TCCL Position'.

Only those selected for further consideration will be contacted.

The TCCL is an equal opportunity employer and is committed to fair and accessible employment practices. We strongly support and value diversity in the workplace.

Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

For more information about the Tett Centre for Creativity and Learning, visit [www.tettcentre.org](http://www.tettcentre.org)