

Performance & Facilities Coordinator

The Hochstein School | Full-time

Position Overview

The Hochstein School is seeking a reliable, enthusiastic and hands-on **Performance & Facilities Assistant** to support our performances, events and daily building operations and maintenance.

This position plays an important role in creating a welcoming, safe and professional environment for our students, faculty, staff, performers and visitors. The ideal candidate enjoys working behind the scenes, has an interest in the performing arts and is comfortable balancing event production responsibilities with general facilities support.

Schedule & Compensation

This is a full-time position at 35 hours per week. Scheduling is based on the school's programming and operational needs and includes weekdays, weekends and occasional holidays. Work schedules are subject to change.

Compensation is \$18.00–\$20.00 per hour, depending on experience.

Benefits include:

- Paid vacation, PTO and sick time
- Access to health, dental and vision benefits
- Flexible Spending Account (FSA) options
- 403B retirement
- Employee Assistance Program
- 20% staff discount and no registration fees on lessons and classes at The Hochstein School

Key Responsibilities

Performance & Event Support

- Prepare and operate performance spaces for Hochstein concerts, rehearsals, special events and outside rentals.
- Set up and arrange chairs, music stands, percussion equipment, lighting, sound equipment and other event materials.
- Assist with basic theatrical lighting and audio operations.
- Serve as a point of contact for renters, performers, vendors and school personnel during events.

- Restore performance spaces and common areas following events.

Facilities & Building Operations

- Perform general building maintenance, minor repairs and routine upkeep as needed.
- Assist with maintaining classrooms, studios, performance spaces and common areas to ensure a clean, safe and welcoming environment.
- Conduct routine building inspections and identify maintenance needs, safety concerns or equipment issues.
- Assist with basic maintenance tasks, including minor painting, furniture repairs, replacing light bulbs and other general upkeep.
- Support seasonal building maintenance and grounds upkeep as needed.
- Assist with classroom, studio and event setups, including moving and arranging tables, chairs and equipment.
- Work alongside the Operations team to maintain stage equipment, performance spaces and building equipment.
- Help ensure that building procedures, safety protocols and facility guidelines are followed.
- Support daily building operations and perform other facilities-related duties as assigned.

Qualifications & Skills

- Previous experience in stage production, event operations, facilities support or a related field preferred.
- Knowledge of theatrical lighting and audio equipment is a plus.
- Basic knowledge of general building maintenance and minor repairs preferred.
- Strong organizational skills and attention to detail.
- Dependable, responsible and able to work independently or collaboratively.
- Friendly, professional communication skills and a willingness to assist others.
- Ability to manage multiple tasks and adapt to changing priorities.
- Ability to lift up to 50 pounds and climb stairs.
- Availability to work a flexible schedule, including evenings, weekends and occasional holidays.
- Must successfully complete a background check.

Why Join Hochstein?

Be part of a vibrant arts community where your work directly supports music, dance and creative expression. This is an opportunity to contribute to memorable performances and events while helping maintain a welcoming environment for everyone who walks through our doors.

Reports to: Director of Facilities and Production

How to Apply

Positions are available immediately.

Interested candidates should submit a resume and letter of interest, including references, to:

David Zaccaria

Director of Facilities and Production

The Hochstein School

David.Zaccaria@Hochstein.org

The Hochstein School is an equal opportunity employer.