



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

**Facilities Attendant**

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**Description**

Merit School of Music is seeking a Facilities Attendant. The Facilities Attendant must act as an ambassador for the school at all times, making a positive lasting impression on every individual that enters our doors by providing a clean, orderly, and safe environment. Each attendant is expected to be versatile at handling a variety of tasks including, but not limited to, cleaning, classroom set up, stage set up, building safety and building maintenance.

**Organization Overview**

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 5,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high-quality music education.

**Reporting Relationship**

The **Facilities Attendant** reports to **Facilities Manager**.

Responsibilities of the **Facilities Attendant** include, but are not limited to:

- Set up and take down room setup for classes/rentals
- Work as stage crew for concerts and events
- Clean rooms, common spaces and bathrooms (sweep, mop, vacuum, dust, etc.)
- Work during quarterly clean up weeks at Merit on specified jobs
- Assist in opening and closing of the building
- Other projects as assigned
- Act as an ambassador of the school by providing a positive experience and lasting impression to every individual that enters our doors
- Provide a safe and welcoming environment

## **Personal Skills/Attributes/Qualifications**

The ideal candidate would possess the following qualifications:

- Previous cleaning experience
- Adaptable in various unforeseen situations
- Must take initiative and be timely
- Ability to identify areas for improvement and initiate response
- Must be able to lift up to 50 lbs.
- Knowledge in general maintenance and sound system technology a plus

*All applicants are subject to a background check and must be at least 18 years of age.*

## **Educational Requirements**

H.S Diploma or GED

## **Schedule**

Part-time as needed. Must be available weeknights and weekends.

## **Compensation**

Starting at \$13.50/hour; dependent on scheduled hours, may be eligible for benefits (health, dental, vision, and Paid Time off.

**Interested candidates should send résumé to:**

[hr@meritmusic.org](mailto:hr@meritmusic.org)

***No phone calls or faxes please.***

For more information about Merit School of Music, please visit [www.meritmusic.org](http://www.meritmusic.org).

*Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.*