

# South Jordan City

## Job Description

**Title:** Arts & Culture Aide  
**Org:** 100240  
**Pay Grade:** PG10

**Effective Date:** 4/29/2024  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Assist in the day-to-day operations and events primarily held at the Gale Center museum. Responsibilities include support of regular events and programming, such as setup and takedowns, and participant customer service. Provide front desk customer service, museum tours, and support with Arts programming.

### SUPERVISOR

Arts & Culture Program Supervisor or Special Events Coordinator or Arts Program Coordinator or Museum Curator

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized.

Assist in day of event preparations.

Communicate activity information to visitors of the Gale Center; assist in other assigned duties such as youth programs, adult programs, special events, and museum operations.

Monitor program equipment; ensure set up, operation and take down of all equipment before and after all scheduled events and programming; ensure cleanup of park or facility after each event.

Attend to participant needs and concerns assuring professional programming.

Help with event concessions performing the following duties: tracking inventory, cleaning, handling money transactions, and handling basic food preparation.

Respond to accidents or situations that may require assistance and document according to risk management policies.

Cover assigned Gale Center front desk shifts: greeting visitors, direction queries, and maintaining a professional and service-oriented environment.

Maintain the Gale Center’s hands on exhibits through dusting, sanitizing, and resetting areas as needed.

Prepare and assemble Museum Mashup craft kits under the direction of the Gale Center staff.

As needed, assist with various recreation programs, events, or other programs within the City.

Perform other duties as assigned.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

MINIMUM QUALIFICATIONS

1. Education and Experience:

No education or experience required.

2. Special Qualifications:

Must be at least 15 years old

3. Knowledge, Skills and Abilities:

Ability to maintain control during stressful situations, resolves conflicts, works well with others, and be punctual. Must have great attitude and great customer service skills.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>RECREATION AIDE</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Community Services Programs</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>Part-time General Pay</b>	<b>Tech-Net Match:</b>	