



Custodial & Event Set-Up Assistant

The Idaho Falls Arts Council is seeking a dependable, detail-oriented Custodial & Event Set-Up Assistant to help us maintain clean, welcoming facilities and prepare our spaces for performances, gallery openings, and community events.

Position to start ASAP.

Compensation: \$17.00-\$22.00/hour

Reports to: Executive Director

Part-time position

Typical job responsibilities include:

- Perform daily custodial duties, including sweeping, mopping, vacuuming, trash removal, and restroom cleaning
- Set up and take down tables and chairs for events and meetings
- Ensure spaces are clean and presentable before and after events
- Support technical staff and front-of-house team as needed for smooth event operations
- Respond promptly to cleaning and maintenance requests from staff and event organizers.
- Maintain an inventory of cleaning supplies and maintenance materials, notifying management when replenishment is needed.
- Assist with interior and exterior upkeep as needed,
- Adhere to safety and security protocols to maintain a safe environment for guests and staff.

Desired Qualifications:

- Previous custodial, or event support preferred.
- Ability to lift and move heavy objects (up to 50 lbs.) and perform physically demanding tasks.
- Strong attention to detail and ability to work independently.
- Availability for occasional evening and weekend shifts to support events.

To apply, the candidate must submit a letter of application and resume. References may be requested. info@idahofallsarts.org

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Frontier Center.