



Union Project Steward

Position Reports To: Community Program Coordinator.

Status: Hourly

Purpose: A Union Project Steward is the point of contact between the organization and the community. By greeting guests and assisting space renters, this position helps to welcome and engage all visitors.

The right candidate will be outgoing, organized, procedures oriented, and have excellent verbal communication skills. This position provides an opportunity to get to know community members, as well as work in a fun, dynamic, and unique place surrounded by creative community builders.

Primary Duties and Responsibilities:

- Act as a liaison for space renters, including but not limited to:
 - Assisting with event setup and /or cleanup
 - Fielding questions
 - Ensuring the renter abides by their rental agreement
- Greet and direct guests. This includes:
 - Signing in all guests
 - Answering phones, taking messages, and directing calls
 - Answering questions and providing basic details regarding programming at UP
- Perform light housekeeping duties including but not limited to:
 - Taking out garbage
 - Sweeping
 - Wiping down counters
 - Cleaning windows
 - Upkeep of entrances
 - Restocking shelves
- Conduct tours of the space.
- Work with staff to assist individuals and organizations with programming in our spaces.
- Process sales.
- Serve as House Manager for PICT Classic Theatre performances.
- Maintain a welcoming environment for guests and ensure all experiences are in line with UP's values.

All Union Project Stewards will receive the training necessary to be fully self-sufficient to satisfy the expectations of the position.



Qualifications, requirements, and skills:

- Strong customer service and interpersonal skills.
- Strong problem-solving and decision making skills.
- Commitment to community building and a desire to serve the community.
- Self-motivated with strong initiative.
- Ability to work independently and cooperatively with staff and members of the general public.
- Experience working with diverse communities.
- Ability to lift 50 pounds.
- Strong skills in both written and verbal communication. Ability to learn and be able to effectively communicate Union Project's mission and history, current endeavors, and future vision.
- Flexible schedule with ability to work weekday evenings and early morning, late evening, and weekend hours (As needed for programs and events).
- Have or be able to obtain Act 33/34 clearances.
- Have or be able to obtain First Aid/CPR/AED certification. Union Project will underwrite the cost for training if necessary.

To apply, interested parties should email the following to raiona@unionproject.org:

- **Resume**
- **Application**

Applications are reviewed on a rolling basis.

Diversity Statement

Minorities and women are strongly encouraged to apply.

It is the Union Project's intent to provide equal opportunity for all persons. It is the Union Project's policy that all qualified applicants for employment will be recruited, hired, and assigned on the basis of merit without regard to race, creed, color, sex, sexual orientation, gender identity, age, national origin, or disability. UP employment policies and diversity plan have been, and will continue, to ensure that all qualified individuals are treated equally with no discrimination in compensation, opportunities for advancement (including promotions and transfers), training and discipline based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, or disability.



About Union Project: Union Project is a non-profit organization that uses the arts to bridge gaps between communities.

Located in a historic building at the intersection of diverse neighborhoods, we enrich lives and strengthen the stability of Pittsburgh's neighborhoods and residents. Since 2001, Union Project has empowered community members and leveraged the arts to create positive social change.

In FY16, Union Project will provide 26,000 experiences through community offerings, ranging from arts classes for people of all ages and skill levels, to professional development services for artists, to events that bring us all together.

To curate community programming, Union Project cultivates partnerships with artists, small businesses, nonprofits, and individuals – resulting in diverse and enriching public programming, and building community wealth together.

We value community, inclusivity, art and artists, collaboration, and joy. We envision a future where through the arts, everyone is able to transform their lives and communities.

**Application for Employment
Union Project Steward**

**Union Project
801 North Negley Ave.
Pittsburgh, PA 15206**

It is the policy of the Union Project to provide equal opportunity with regard to all terms and conditions of employment. Union Project complies with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristics.

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____

E-mail Address: _____ SS Number: _____

Position Desired: _____

Have you ever applied for employment with us? Yes No If yes, when: _____

Have you ever worked for us before? Yes No If yes, when and job title: _____

Do you have relatives employed here? Yes No

Are you over the age of 18 years? Yes No (If no, you may be required to provide authorization to work)

Are you legally eligible to be employed in the United States? Yes No
(Proof of identity and eligibility will be required upon employment)

Can you perform the essential functions of the position for which you are applying? Yes No
If no, please explain:

(If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.)

Have you ever plead "guilty" or "no contest" to or been convicted of a crime? Yes No
(A conviction will not necessarily disqualify an applicant from employment) If yes, please explain:

When would you be available to begin work? _____

What is your availability? Mon 5-9 PM Tues 5-9 PM Wed 5-9 PM Thurs 5-9 PM
 Friday as needed Sat 9 AM-12 PM Sat 12 PM-6 PM Sat PM as needed Sun as needed

How did you learn about us? _____

Are you presently employed? Yes No If yes, may we contact your employer? Yes No

Are you able to meet the attendance requirements of the position, including overtime if necessary for the position?
 Yes No

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

PROFESSIONAL AFFILIATIONS

List any professional, trade, business, or civic organizations that you belong to that deal with the position for which you are applying. Please exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, or any other similarly protected status.

REFERENCES

List the names, addresses, and phone numbers of four business/work references who are NOT related to you. If not applicable, list school or personal references that are NOT related to you.

1. Name: _____

Address:

Phone Numbers: (day) _____ (evening) _____

Number of Years Known: _____

2. Name: _____

Address:

Phone Numbers: (day) _____ (evening) _____

Number of Years Known: _____

3. Name: _____

Address:

Phone Numbers: (day) _____ (evening) _____

Number of Years Known: _____

4. Name: _____

Address:

Phone Numbers: (day) _____ (evening) _____

Number of Years Known: _____

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate				<input type="radio"/> Yes <input type="radio"/> No	
College				<input type="radio"/> Yes <input type="radio"/> No	
Business/Trade Technical				<input type="radio"/> Yes <input type="radio"/> No	
High School				<input type="radio"/> Yes <input type="radio"/> No	

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION

The above information is true and correct. I understand that, in the event of my employment by the Union Project, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Union Project to inquire into my education, professional, and employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Union Project and will hold the Union Project and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Union Project to obtain any needed credit and criminal background check.

I understand that nothing in this employment application, the granting of an interview, or my subsequent employment with the Union Project is intended to create an employment contract between myself and the Union Project under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Union Project at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date