



## HOWARD COUNTY ARTS COUNCIL BUILDING ATTENDANT JOB DESCRIPTION

The Building Attendant (BA) is the key staff person on duty during the weekday evenings and on weekends. As the BA, you act as the representative of the Howard County Arts Council and may be the first and only contact with a visitor to the Center. It is essential to greet each and every person entering the building and make them feel welcome. It is important that your person (attire, appearance) and your workstation be kept neat and tidy. You will address inquiries about the Center, the Arts Council and its programs, and act as liaison between office staff and general public when necessary.

Additionally, you provide security for the Center and are responsible for the activity occurring during your shift. Building attendants are expected to stay at the desk when not setting up rooms or attending to visitor and renter needs. You are also responsible for monitoring the gallery spaces to ensure the security of the artwork. Stay aware of activity on the grounds of the Center and report suspicious activity to the proper authority.

Building Attendant shifts are Monday–Thursday, 4:30pm–10:00pm; Friday, 4:30pm–8:00pm; Saturday, 10am–4pm; Sunday, 12pm–4pm.

*Extended hours occasionally occur on Friday, Saturday, Sunday and are paid time and a half.*

### **Responsibilities:**

#### **Reception:**

- greet visitors and assist them in locating classrooms, galleries, studios, rest rooms, etc.
- provide information on, and be prepared to answer questions about, the Arts Council, the Center and its activities.
- maintain a count of all visitors to the Center and fill out the building usage checklist.
- prepare mailings and perform other administrative tasks as assigned.

#### **Facility Preparation and Room Set-up**

- open and close the Center
- set-up rooms according to staff direction
- communicate with cleaning/facilities crews
- keep public area clean and free of debris
- update bulletin boards
- perform other duties as needed
- check Renters in and out, ensuring the Center rules have been followed

#### **Security**

- maintain security of the Center
- lock and unlock building and rooms as appropriate
- monitor all visitors entering and leaving the building
- monitor all visitors in the galleries
- report suspicious activity to building security and appropriate authorities
- handle problems and emergency situations
- perform regular sweeps of the building to monitor activity

#### **The BA must be able to:**

- work independently with little direct supervision.
- communicate effectively and pleasantly with the public.
- handle emergency situations promptly and calmly.
- neatly and accurately prepare records and reports as requested.
- communicate clearly, both orally and in writing.

- be receptive to, understand and carry out instructions.
- perform physical tasks such as checking all of the building, moving furniture, etc.
- perform simple administrative tasks such as preparing mailings, sorting supplies, etc.
- establish and maintain an effective working relationship with others.
- lift up to 60 lbs.
- submit a daily report to office staff at the end of the shift.
- Perform other duties as assigned.

While working as a building attendant, you are welcome to do homework, read, bring a laptop, listen to music (quietly, no headphones allowed), etc. Work assigned by the Arts Council staff always takes precedence over personal work and must be done first. Building Attendants should not do paid work for any other organization other than the Arts Council while on duty. Working for another organization on Arts Council time is a conflict of interest and is a dismissible offense.

### **Education and Experience:**

BA must be at least 18 years of age, a high school graduate or hold a GED from the Maryland Department of Education. Prior experience working with the public and/or in a security position preferred. Knowledge of the arts is helpful but not necessary. Knowledge of security practices and procedures is helpful.

### **Salary:**

2026 BA regular hour rate \$15/hour; extended hour rate \$24/hour

### **Howard County Arts Council:**

The Howard County Arts Council (HoCo Arts) is a 501(c)3 nonprofit arts organization established to serve the citizens of Howard County by fostering the arts. In addition to grants and scholarship programs, outreach, and advocacy efforts, HoCo Arts operates out of the Capitoline Center, a multi-disciplinary arts center located in Ellicott City, MD. The Center houses 2 galleries, 18 artist studios, 3 organizational offices, 3 classrooms, a meeting room, a dance studio, and a 108-seat black box theatre. The Center's public spaces are available to rent by groups and individuals for the purpose of creating, exhibiting, promoting, and/or viewing art.

**Urgent hiring: applications received by Monday, March 23, 2026 will be given preference; position open until filled. Send cover letter with resume and three references to:**

**Miles Warren, Howard County Arts Council,  
8360 Court Ave, Ellicott City, MD 21043  
email: [employment@hocoarts.org](mailto:employment@hocoarts.org)**

**NO CALLS**

**EOE**