



FOR IMMEDIATE RELEASE
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LOST PROVINCE CENTER FOR CULTURAL ARTS IS HIRING AN OPERATIONS AND FACILITIES ASSISTANT

On May 9, 2025, Lost Province Center for Cultural Arts (LPCCA) posted a job opening for an experienced Operations and Facilities Assistant to support the daily functioning of the center. Resumes and cover letters from applicants will be accepted through July 9, 2025.

About the Organization

LPCCA is a registered 501(c)(3) nonprofit in Lansing, Ashe County, North Carolina. Their mission is to enrich the community by preserving and promoting the cultural arts and artisan trades of the Appalachian region and their vision is to be the premiere destination in the southeast for experiencing Appalachian culture and artisan trades. Their web site is www.lostprovincearts.org.

Operations and Facilities Manager Job Description

Lost Province Center for Cultural Arts is seeking an Operations and Facilities Manager to oversee the daily operations and maintenance of its two historic buildings. This position is part-time with an expected number of 10 hours per week. Hours worked should be spread over days of the week in consultation with the LPCCA director. The cleaning task should be done on the same day each week, if possible. If a schedule change is needed, the director should be notified in advance for approval.

Job Responsibilities

- General cleaning tasks such as dusting, washing, disinfecting, and restocking.
- Operating cleaning machinery.
- Following health and safety protocols.
- Handling cleaning chemicals safely.
- Sweeping, vacuuming, and mopping floors.
- Dusting shelves and fixtures.
- Maintaining and scheduling preventive maintenance for building systems and equipment.
- Supervising other cleaning staff, volunteers, and contractors, when applicable.
- Coordinating event setup and teardown.
- Coordinating classroom preparation and cleaning with instructors.
- Ensuring security and emergency preparedness procedures are implemented.
- Managing inventory and relaying supply needs to the director for re-ordering.
- Following facility and organization policies and procedures.
- Communicating with instructors, studio users, and class participants and providing regular updates to the director.

Qualifications

- Experience in operations and facilities management, preferably in a non-profit setting.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Knowledge of health and safety regulations.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and facility management software.

Pay is commensurate with experience. Interested applicants, please submit your resume and cover letter to the Director at lostprovincearts@gmail.com or go to lostprovincearts.org to upload your resume and cover letter.

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