



# HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

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50 Goddard Avenue • Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

## **MCC Work Study Team Assistant**

### **Positions (2)**

The Work Study Assistants will support the mission of the Maliotis Cultural Center (MCC) by helping the professional staff of MCC to run events, manage the facility, and support the various programming that is offered by MCC. No experience is necessary; just a desire to learn.

This position reports directly to Andoni Apostolides (Audio Visual Manager), and Marilena Gropatsakis (Events Manager), and is supervised by Pres. Chrysoula Kourkounti, Executive Director.

#### **Job Specifics:**

- Learning the setup and running of events in Maliotis, both from an audio visual perspective, as well as from a facilities and events management perspective.
- Learning the operation of the various AV systems present in Maliotis.
- During events in the theater, Assistants will be responsible for running the lights, sound system, and projection for the events. If events are taking place outside the theater, then Assistants will be responsible for setting up and taking down the AV systems, as well as running the systems during the events. Light photography assignments may also be assigned.
- Assistants will also be responsible for assisting in the maintenance and upgrades to the various AV systems present, as well as backend administrative projects such as video editing, file uploading, and run of show creation.
- As needed, Assistants will receive food orders for events, as well as plate, serve, and clean up food and beverage at events. They will also carry out other aspects of event production including supply distribution, data entry, building organization and staging tables, chairs, and decorations for events, and other tasks as required.
- Assistants will also cover the building during small-scale evening meetings and classes and support the Events Manager in more involved events.
- Assistants will be expected to conduct themselves in a professional manner at all times while on shift.

#### **Requirements:**

Assistants should have the ability to learn through provided instruction, and independent study as needed, the safe, efficient, and effective operation of the various AV systems, event supplies, and tools in the MCC.

Assistants should be able to relate to clients and guests of the Center courteously and professionally and help provide solutions to event challenges. Assistants should be able to lift up to 50 lbs., climb ladders, and bend/crawl.

Ability to work evenings and weekends is a must.

Hours: Approximately 10 hours per week

Hourly Wage: 15.00

If interested in this position, please email Andoni Apostolides at [aapostolides@hchc.edu](mailto:aapostolides@hchc.edu).

*Hellenic College Holy Cross is an Equal Opportunity Employer.  
A diverse workforce and inclusive culture are valued.*