

POSITION VACANCY

TOWN OF HUNTINGDON

The Town of Huntingdon is accepting applications from qualified persons for two (2) part-time Facilities and Grounds Maintenance Coordinators for The Dixie Carter Performing Arts and Academic Enrichment Center. Application forms may be obtained at the Department of Finance and Administration at Huntingdon City Hall, 19810 Main Street East. Interviews for this position will begin on or about April 9, 2026.

The Facilities and Grounds Maintenance Coordinator is responsible for the comprehensive management and maintenance of the DCPAC's building and grounds. This position ensures the facility is safe, clean, attractive, and welcoming to patrons, artists, staff and the general public. The position includes maintenance, custodial services, groundskeeping, vendor coordination, event support, and all other duties assigned. This is a part-time position; up to 20 hours per week. The Town of Huntingdon is an Equal Opportunity/Affirmative Action Employer. Applicants will be considered on the basis of qualifications and suitability regardless of race, color, religion, sex, national origin, familial status or non-limiting physical handicap. The Town of Huntingdon does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). All employees are initially hired on a 90 day probationary period.

Kim Carter
Recorder