

## Field of Dreams Movie Site

Doing business as Go the Distance Baseball, LLC

### Position Description

**Job Title:** Project Assistant  
**Reports To:** Manager of Facilities and Grounds  
**FLSA Status:** Part Time/Hourly/Seasonal

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**Summary:** Under direct supervision from the Manager of Facilities and Grounds, this position supports the Manager of Facilities and Grounds. This position requires knowledge of maintenance and upkeep of the Field of Dreams Movie Site (FODMS), use of the equipment and tools, safety, and procedures of the FODMS.

**Essential Duties:** Job duties for this position are as follows. Other duties may be assigned and/or performed as required.

- Be a team player.
- Uphold, support, and promote all company policies and procedures.
- Demonstrate continuous professionalism and respect working with public customers, vendors, distributors, affiliated business partners, and all staff members.
- Assist with projects when requested in various departments on site.
- Trash removal and tidying grounds for removal of litter. Keeping grounds and bathrooms clean.
- Assist with event center set-up and tear-down.
- Assist with special event set-up and tear-down.
- Serve as property access monitor in assigned locations.
- Facility janitorial duties as assigned by the Manager of Facilities and Grounds.
- Use appropriate equipment in maintaining the FODMS.
- Other duties as assigned.