

# Baltimore Convention Center

## Job Announcement

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### Office of Human Resources

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#### Operations Aide

**Please mail your completed City application or resume to:**

Baltimore Convention Center  
1 W. Pratt Street  
Baltimore, MD 21201

**DEPARTMENT:** Client Services

**SALARY:** \$28,931

**GRADE:** 423

**CLOSING DATE:** May 3, 2017

**POSITION DUTIES:** An Operations Aide is responsible for custodial duties and the set-up and break-down of events. Must be available to work evenings, weekends, holidays, and any shift as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** High School Diploma or GED Certificate.

**EXPERIENCE:** One year of experience as a laborer.

**SELECTION PROCESS:** Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or to [jobsbccenter.org](http://jobsbccenter.org). **All applications/resumes must be in Human Resources by the closing date of May 3, 2016**

**Equal Opportunity Employer/Affirmative Action Employer**