

Facilities Technician

ACT Theatre is actively seeking a part-time Facilities Technician to provide hands-on support for our facilities operations. This is a great opportunity to support a local arts theatre and grow your facilities experience!

The Facilities Technician role provides a wide variety of maintenance for our historic building in downtown Seattle. We are seeking candidates who have experience in basic building repairs, painting, light plumbing tasks, and skilled at assessing when external support is needed.

We are interested in someone who is ready to jump in to assist and learn!

This is a part-time role, paying \$22.00 per hour, working Monday-Friday, 20 hours per week.

Responsibilities for this fully onsite position include:

- Provide a wide variety of maintenance support that ensures an inclusive, safe, comfortable, and compliant environment
- Perform general facilities tasks and repairs, including but not limited to, changing lighting fixtures, cleaning, and painting
- Respond promptly and courteously to facilities work order requests
- Ensure high touch customer service with all internal and external staff and clients
- Appropriately escalate internal and external concerns as necessary to ensure the safety, cleanliness, and security of our team and environment
- Order appropriate stock of maintenance supplies, equipment, and furnishings
- Track facilities invoices accurately
- Provide facilities support during on-site events
- Office equipment/technology support and troubleshooting
- Purchase supplies and equipment
- Work as a collaborative, collegial team player with co-workers and in conjunction with other departments
- Assist with facility rental inquiries
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Other general facilities duties, as assigned

Qualifications include:

- 1+ years of facilities maintenance support preferred
- Demonstrated ability to support positive, courteous, and professional relationships with staff, vendors, outside agencies, community groups, and the general public
- Strong mechanical aptitude

- Excellent time management and work prioritization skills
- Professional experience with general computer support and troubleshooting preferred
- General familiarity with building, mechanical, electrical, plumbing trades
- Uphold the values of an accountable, safe, and inclusive work environment
- Ability to complete tasks efficiently and thoroughly, with clear and respectful communication on project status and needs
- Willingness to occasionally work outside of standard office hours, including nights and weekends, in order to respond to facility related emergencies and event support
- A valid driver's license with ability to drive ACT's work vehicle

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer, and walk on stairs and ramps. This position requires being comfortable working at heights, climbing ladders. routine exposure to mechanical, chemical, and electrical rooms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Ability to lift materials and equipment weighing 40 pounds or more, alone or with assistance.

Work environment includes a variety of environments typical in a theatrical facility, including administrative office spaces, theatrical spaces, scenic, paint and costume shops, dressing rooms, backstage, break areas, mechanical and electrical rooms, roof top areas, and public spaces.

About ACT

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

Equity and Inclusion

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim

of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

Our Values

Forward Thinking * Quality & Integrity * Learning & Development * Inclusive *
Transformative * Civic Minded * Healthy Relationships & Mutual Respect * Well-being

To Apply

Please send resume to work@acttheatre.org. To request accommodation in the application process, contact work@acttheatre.org.