

Facilities Manager

Salary: \$53,000-\$58,000

Status: Full-Time Exempt

The Facilities Manager is an integral part of the ACT's building systems and daily functionality and are responsible for managing and performing the daily upkeep and maintenance of the facility. The Facilities Manager creates and manages systems that keep the facility and the organization running at high capacity and volume. They manage day-to-day operations, including janitorial, and security. This role will interface with various maintenance contractors and be the point person for all non-theatrical equipment in the building. The Facilities Manager also participates in the development and administration of policies and standard operating procedures for building and systems operations and use. The Facilities Manager serves as a steward of safety, ensuring work is completed in compliance with OSHA standards. This is a hands-on position. Benefits include health insurance, paid sick, vacation and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):

Facility Maintenance – 45%

- Ensure that the facility is fully operational with all utilities functioning properly
- Conduct upkeep of building and non-theatrical equipment, including vendor relations on leased equipment (copier, postage machine, etc.)
- Conduct, schedule, and supervise maintenance repair work of mechanical systems
- Develop and manage positive relationships and negotiations with building vendors
- Responsible for daily routine inspections of the facility
- Communicate across all departments on updates and repairs
- Responsible for room/event set-ups and restore
- Schedule and coordinate with the contracted janitorial team, following up with any additional needs and perform cleaning activities as needed
- Follow up on repair requests and house management reports in order to execute building and maintenance requests in a timely manner
- Ensure an attractive, sanitary, and safe environment for patrons and staff
- Program the HVAC schedule in accordance with building schedule and needs, replace filters, monitor, and troubleshoot system alarms and issues as needed

Building Management – 45%

- Ensure regulatory compliance with state and federal regulations
- Ensure and support a clean and safe work environment for staff, patrons, and artists
- Coordinate with department heads to facilitate master calendar activities, building use, and adjust for the needs of the building under various conditions
- Oversee security of building ensuring proper security measures for the workplace, including coordinating building access, key/keycard distribution, and collaborating with security system vendors or security professionals
- Maintain appropriate inventory of facility supplies for janitorial, office equipment, basic repairs, PPE, First Aid, and other safety supplies within budget



A Contemporary Theatre

- Ensure daily event-readiness of the full building, including room set up, furniture placement, and other set up as needed
- Ensure building follows all fire, safety, and emergency rules and procedures including permitting, routine inspections, fire extinguisher service, evacuation drills, staff safety trainings
- Primary point of contact for Alarm Center and Safety Team and on-call for off hours emergency response and repair

Qualifications/Skills

- 3-5 years of experience in building maintenance
- Valid driver's license and ability to drive ACT Shop Pick Up Truck
- Prior supervisory experience preferred
- Facility Management certification preferred
- General carpentry, electrical, plumbing, and painting, experience preferred
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Knowledge and ability to perform routine maintenance and limited facility repair
- Knowledge of OSHA and other environmental regulations
- Ability to work respectfully and firmly with outside vendors
- Drive to collaborate to achieve common goals, flexible, sense of humor, problem-solver, detail-oriented, support driven, work independently on multiple projects at a time
- Respond effectively to sensitive issues
- Intermediate knowledge of Microsoft Office
- Flexibility in scheduling, occasional weekend and evening work will be required based upon the performance calendar, ability to be on-call contact for overnight building emergencies

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to sit and stand for periods of time; move through industrial spaces and climb ladders and stairs, operate work tools and cleaning equipment, use a computer keyboard and screen, use a telephone, speak, and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Ability to lift and carry at least 50 pounds, assisted or alone.

Work environment includes administrative offices, public spaces, theatrical spaces, scenic, paint, and costume shops, dressing rooms, backstage, and break areas.

To Apply

Submit resume and cover letter with "Facilities Manager" in the subject line to work@acttheatre.org