

Director of Facility Operations

Salary Range: \$92,000-\$97,000 Annually

Status: Full-Time, Exempt

ACT is seeking a Director of Facility Operations (DFO) to join our senior leadership team. They drive ACT's day-to-day operational activities and long-term strategic building use. The DFO creates and administers systems for efficient facility management, including offices, auditoriums, lobbies, common areas, rehearsal rooms, and shops. Responsibilities include the development, implementation, and oversight of facilities-related operating and capital budgets, policies, procedures, and standards. This position is also responsible for workplace safety; devising and implementing all safety and emergency procedures, including OSHA and WISHA compliance; and ensuring a safe, clean, and welcoming environment for staff, artists, volunteers, and patrons.

This position oversees the upkeep, maintenance, and operations of Eagles Auditorium Building (a National Historic Landmark building that serves as ACT's home) and its mechanical systems, boilers, elevators, HVAC, generator, plumbing, and electrical systems. The DFO develops, prioritizes, and leads all projects related to the physical plant such as room set-ups, maintenance, testing, repair, replacement, and upgrades of systems and equipment. They serve as President of the Eagles Building Condo Association Board where ACT is the majority owner.

The DFO oversees safety systems such as the fire system, fire safety (evacuation plans, drills, extinguishers), earthquake preparedness, and security and alarm systems. They ensure a safe working environment for all, and devise emergency plans for facility use with and without patrons. The DFO supervises and manages all facilities (HVAC, Water Tower, Janitorial) and IT vendors and administer all service contracts.

Benefits include health insurance, paid sick, vacation, and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. Open to hybrid work. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):

Operations – 45%

- Ensure regulatory compliance and operational procedures are in place centering safety practices for the well-being of staff, artists, volunteers, and patrons
- Develop and administer annual departmental operating budget (including utilities, safety, and service contracts), annual capital projects budget, and multi-year capital improvements plan
- Implementation of Facilities Operations goals, objectives, policies, and priorities for assigned activities, projects, and services
- Develop regular schedules for maintenance and repair for all building systems
- Serve as President of the Eagles Condo Association Board
- Ensure that departmental activities, projects, services, operations, and objectives are successfully completed within the scope, schedule, and budget
- Serve as head of the Safety Committee, developing and implementing emergency policies, trainings, and drills
- Supervise IT consultant
- Work with Finance department in facilitating required property and liability insurance coverage
- Secure and renew all licenses and permits



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- Renewal and maintenance of building inspections and reports files
- Support a positive and safe work environment

Facilities – 45%

- Maintain facilities, including proactive preventative maintenance and annual improvement plans
- Point of contact for vendors and emergency systems, including after-hours emergencies
- Oversee and create janitorial schedules and supplies in concert with building activities
- Serves as on-site project manager for all large-scale building work
- Coordinate with condo partners for all joint facility maintenance and repairs
- Supervise and administer all service contracts (HVAC, Water Tower, Janitorial, Office Equipment); supervise IT vendors; maintain positive relationships with all vendors
- Provide a wide variety of engineering and maintenance oversight that ensure a safe, comfortable, and compliant environment
- Oversee maintenance and regular testing of fire control, elevators, HVAC, and security systems
- Order and ensure appropriate stock of maintenance supplies, equipment, and furnishings
- Oversee the installation, management, and maintenance of facility wide security system
- Maintain and distribute building access controls

Other Duties – 10%

- Partner with Institutional Giving Manager to create budgets and supporting documents for grant applications
- Develop and propose their annual departmental operating budget, annual capital projects budget, and multi-year capital improvements plan

Qualifications/Skills

- Five or more years of professional experience in facility/operations management, preferably in a performing arts venue and/or a historic building; or a combination of education and/or training and experience, which provides an equivalent background to perform the work required
- Experience managing and directing facilities operations, and managing and analyzing complex maintenance programs, capital programs, project management, policy, and procedure development
- Leadership, budgetary, planning, and workforce management experience
- Knowledge of WISHA/OSHA regulations and Safety Management experience
- Knowledge of building construction and jurisdictional codes, including pertinent federal, state, and local laws, codes, and regulations
- Working knowledge of mechanical systems, electrical systems, plumbing systems, carpentry, property management, and other maintenance-related areas; expertise in one area a plus
- Experience in preventative and planned maintenance principles, and best maintenance practices
- Risk assessment and strategic planning
- Capital lifecycle planning methodologies, processes, technologies, and best practices
- Excellent organizational skills and attention to detail
- Contract and procurement strategies; ability to source, bid, and negotiate vendor contracts
- Establish and maintain effective working relationships within and outside the organization
- Intermediate Microsoft Office skills, including Excel, Outlook, and file sharing
- Willingness to work outside of standard office hours, including nights and weekends, in order to respond to facility related emergencies
- Project and construction management experience (preferred)



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About ACT

ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. One of the great benefits of having a contemporary theatre in our community is that we ensure all artists shaping our culture have a voice in driving the theatre of tomorrow. Over the last 55 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation.

Our renewed commitment to New Works by local playwrights leads our theatre back to life during this extraordinary time of transition bringing Seattle's voice beyond our stage into the national conversation. ACT's dedication to producing bold, relevant, works on contemporary themes sparks an authentic curiosity about the human condition matched by an audacious spirit fueled by groundbreaking work.

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all; employees:

- 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, building cultural competency and exhibit a commitment to equity, diversity, inclusion, accessibility, and belonging

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. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment.

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.

To Apply

Submit resume and cover letter with "Director of Facility Operations" in the subject line to work@acttheatre.org