**Experienced Facilities Technician – Temp/Full-Time**

ACT Theatre has a full-time, temporary position for the period of September 30-October 30 to provide technical support for our facilities operations. This is a great opportunity to engage with a local arts theatre and apply your facilities experience!

We are seeking an experienced Facilities Technician to provide a wide variety of maintenance for our historic building in downtown Seattle. We are seeking someone with professional experience performing basic plumbing, electrical, and painting repairs, and skilled at assessing when external support is needed. HVAC experience is a plus!

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

This is a temporary role, paying $28.00 per hour, working Monday-Friday, 40 hours per week.

Responsibilities for this short-term role include:

* Perform basic facilities tasks and repairs on items such as lighting fixtures, painting, and light plumbing
* Conduct daytime cleaning to adjunct our routine janitorial service
* Provide a wide variety of maintenance support that ensures an inclusive, safe, comfortable, and compliant environment
* 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
* Ordering appropriate stock of maintenance supplies, equipment, and furnishings
* Track facilities invoices accurately
* Provide facilities coordination during on-site events as needed
* Office equipment/technology support and troubleshooting
* Purchase supplies, equipment and services as directed
* Work as a collaborative, collegial team player with co-workers and in conjunction with other departments

Qualifications include:

* Minimum of two years of facilities maintenance support required
* Strong mechanical aptitude
* Basic electrical skill and comprehension
* Excellent time management and work prioritization
* Familiarity with building, mechanical, electrical, plumbing trades
* Demonstrated ability to support positive relationships with staff, vendors, outside agencies, community groups, and the general public
* Report any maintenance or staff/patron concerns to manager in a timely manner
* Uphold the values of an accountable, safe, and inclusive work environment
* Ability to complete tasks efficiently and thoroughly, with clear communication on project status and needs