

Assistant Director of Facilities

Pay: \$80,000 annual salary

Status: Full-Time, Exempt

About the Role

Do you have senior level experience overseeing facilities maintenance and a small team of employees? Do you have a passion and interest for supporting the arts? ACT Contemporary Theatre has an exciting job opening for an Assistant Director of Facilities (ADF) to work closely with our General Manager to lead facilities efforts for our National Historic Landmark building, the Eagles Auditorium, that serves as ACT's home. This position has many opportunities for professional growth and development in a collaborative, highly engaging and welcoming environment.

The ADF is responsible for managing ACT's physical facility include maintenance (preventative and ongoing), custodial, logistical support for ACT events, environmental compliance, repairs and needed replacements, utilities and energy management, fire and life safety, waste disposal and recycling, and facility vendor management. The ADF administers systems for efficient facility management, including lobbies, common areas, rehearsal rooms, and shops. Responsibilities include the implementation of facilities-related operating and capital budgets, policies, procedures, and standards. This position is also responsible for overseeing workplace safety, devising, and implementing all safety and emergency procedures, including OSHA and WISHA compliance; and ensuring a safe, clean, and welcoming environment for ACT staff, volunteers, and patrons.

This position oversees and engages in the upkeep, maintenance, and operations of the Eagles Auditorium Building and its mechanical systems, boilers, elevators, HVAC, generator, plumbing, and electrical systems. The ADF leads all projects related to ACT's physical space such as room set-ups, maintenance, testing, repair, replacement, and upgrades of systems and equipment.

Compensation for this fully onsite position is \$80,000 annually. Benefits include medical insurance (with ACT paying 92% of monthly deductible for the HMO plan), dental, and vision insurance, long term and life insurance with fully covered employer-paid premiums, commuter benefit, 11 paid holidays, access to a 403b plan, \$5 downtown parking, and free tickets to ACT productions. Paid Time Off begins at 20 days per year and sick time accrues per the Seattle Paid Sick and Safe Time (PSST).

Responsibilities include but are not limited to:

- Supervise all facilities operations, including facilities staff, maintenance of fire control, elevators, HVAC, office equipment, security systems, proactive preventative maintenance and annual improvement plans,
- Effectively administer all service contracts while maintaining collaborative and professional relationships with all vendors
- Conduct daily and weekly inspections of the theatre to identify priorities and monitor integrity of the building
- Ensure regulatory compliance and operational procedures are in place
- Act as reliable and responsive main point of contact for vendors and emergency systems, including after-hours emergencies
- Center safety practices for the well-being of staff, volunteers, and patrons
- Obtain and review cost estimates for the procurement of parts, services, and labor for projects
- Responsibly manage the annual departmental operating budget (including utilities, safety, and service contracts), annual capital projects budget, and multi-year capital improvements plan

- Serve as Head of the Safety Committee, creating and ensuring adherence to all safety guidelines
- Research, propose, budget, and manage annual capital projects, including long-term, multi-year capital project plans
- Oversee processes for reporting building repair and maintenance needs
- Lead communication with ACT's building partners for all joint facility maintenance and repairs
- Office equipment/technology support and troubleshooting
- 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

About You

- 3+ years of professional management experience in facility/operations management, preferably in a performing arts venue and/or a historic building
- Minimum of 2 years' managerial level experience with maintenance principles and practices, including familiarity with building, mechanical, HVAC, electrical, plumbing, janitorial, structural, storm water, and specialty trades
- Experience overseeing facilities operations for a mid to large sized organization with a budget of \$5 million or more, and managing and analyzing complex maintenance programs, capital programs, project management, policy, and procedure development
- 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
- Experience with or knowledge of custodial services and professional building cleaning practice
- Experience with contract and procurement strategies; ability to source, bid, and negotiate vendor contracts
- Committed to upholding an accountable, safe, and transparent work environment
- Establish and maintain effective working relationships with staff, vendors, outside agencies, community groups, and the general public
- Excellent organizational, verbal, and written communication skills
- Work as a team player with co-workers and in conjunction with other departments
- Maintain a high level of professionalism and confidentiality.
- Must be able to lift and/or move up to 50 pounds, work at height on ladders, and ability to stand, walk, stoop, kneel, crouch, and crawl
- Intermediate Microsoft Office skills, including Excel, Outlook, and file sharing
- A valid driver's license and good driving record with the ability and willingness to drive ACT's designated vehicle
- Occasional availability to work on-call, evenings, weekends, and non-traditional work hours in alignment with ACT's performance and event calendar as needed
- Ability to pass a background check process that complies with the Fair Chance Employment Ordinance

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 50 pounds or more, alone or with assistance. 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.

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. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. 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.

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 Equity, Diversity, Inclusion, Accessibility, and Belonging

Our Values

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

To Apply

Please send letter of interest and resume to work@acttheatre.org