

J O B D E S C R I P T I O N



POSITION: Facilities/Operations Assistant
DEPARTMENT: Operations
REPORTS TO: Facilities/Operations Manager
PAY RANGE: \$18.50-19.25 hourly
STATUS: FT/Non-Exempt

ABOUT THE POSITION

The Facilities/Operations Assistant is a key member of the Operations team, acting in support of the Facilities/Operations Manager in the care of our theatre. This position balances between administrative duties, building upkeep, and special event or production facility needs. A great fit for this role means you enjoy working hands-on with multiple departments and want to continue learning about building maintenance operations.

ABOUT THE ROLE

Event & Meeting Space Support

- Support special event/meeting setups and strikes according to Facility request forms:
 - Fulfill requests according to daily facility request forms in Operations “bible”.
 - Transport, setup, and remove tables, chairs, staging, and other equipment.
 - Return equipment and supplies to their appropriate storage areas.
 - Prepare food and drink setups for meetings and events as needed. Maintain drink and consumables inventory.
 - Provide stock to function paperwork to Accounting.
 - Collect and remove garbage from events and meeting spaces.
 - Assist with rental deliveries and retrievals in collaboration with Special Events team.

Facility Maintenance & Communication

- Perform routine maintenance and cosmetic improvements:
 - Complete general custodial duties including sanitizing, vacuuming, and other needs as they arise or are assigned.
 - Replace burnt out lights throughout building interior and exterior, clean up terrace area seating, sweep grounds, dispose of trash and recyclables, and straighten up rehearsal spaces as necessary.
 - Assist with building maintenance projects, including plumbing, electrical, painting, and other facility needs.
 - Maintain storage area cleanliness and organization.
 - Assist with condo maintenance and cleaning projects.
 - Maintain restroom cleanliness and replenish supplies as needed.
 - Assist with inventory and ordering of cleaning supplies with manager.
- Open and close the building as scheduled. Lock and unlock interior and exterior doors as necessary.
- Assist with the building security during daytime and evening business hours.
 - Lock and unlock interior and exterior doors as necessary.
 - Escort unauthorized persons from building as needed.

- Remain knowledgeable about facility's HVAC system and adjust settings as requested.
- Communicate project updates and status reports to manager. This includes end of shift report of what duties were completed and which are incomplete.
 - Utilize department communication tools including company emails, office white board, Operations "bible", and other written lists as approved by manager.
- Respond to radio calls and communicate when requests are complete.

ABOUT THE PERSON

Qualities and skills that best serve a Facilities/Operations Assistant may be:

- Previous working experience as a facilities assistant
- Interest or previous work in a theatre or arts environment highly valued
- Eager and willing to learn multiple trades, software, building procedures
- Basic tool handling and safety knowledge
- Willingness to work with multiple departments
- Flexibility to work nights and weekends
- Driver's license and clean driving record
- Experience with Microsoft Office Suite and Google Calendar
- Team-oriented mentality
- Strong written and verbal communication skills
- Organizational skills
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

WORKING CONDITION

Regular tasks of this position may include:

- Standing & walking for 4-5 hours at a time, occasionally outdoors
- Lifting/carrying 50-100lbs with assistance or alone
- Pushing/pulling dollies and carts
- Climbing ladders while carrying materials
- Moving/assembling collapsible tables
- Kneeling, reaching, bending

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

COVID PROTOCOL

SCR requires that all employees be fully vaccinated against COVID-19 as a condition of employment, subject to limited medical or religious exceptions.

SCR is a proud equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees.