

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



POSITION: FACILITIES & OPERATIONS ASSOCIATE
REPORTS TO: Facilities & Operations Manager
DEPARTMENT: Operations
STATUS: FT/Non-Exempt
COMPENSATION: \$19.50-20.50 Hourly
TYPICAL SCHEDULE: Wednesday-Sunday, Evening Shifts

ABOUT THE POSITION

South Coast Repertory's Facilities & Operations Associate 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. The Facilities & Operations Associate supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to ensuring all facilities are inviting, safe, functional, and accessible for staff, guest artists, and patrons.

This position is the primary closer for the building and works typically Wednesday-Sunday evenings unless otherwise directed by the Facilities & Operations Manager.

ABOUT THE FACILITIES

- **The Emmes/ Benson Theatre Center** is an approx. 80,000 sq. ft. venue, which houses our three performance spaces, offices, production shops, a rehearsal hall, and SCR's Theatre Conservatory. This is our main facility and where your office will be.
- **SCR's Production Center** is a 17,000 sq. ft. warehouse facility, which houses the paint studio, a rehearsal hall, and production and operational storage. Located nearby in Santa Ana.
- **Rehearsal Hall** at the Segerstrom Center for the Arts, approx. 300 sq. ft, which occasionally hosts conservatory classes and production rehearsals. Located next door to the theatre.
- **MacArthur Village Artist Housing**, which includes seven condominiums near the theatre, is where we house visiting actors, directors, and designers. Located nearby in Santa Ana.
- **Off-site Storage Areas**, for which you will coordinate company usage and procedures for. Located next door to or nearby the theatre.

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.
- 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 binder and other written lists as approved by manager.
- Respond to radio calls and communicate when requests are complete.

Safety & Security

- Act as a member of the Safety Committee as designated by the General Manager and Facilities & Operations Manager.
 - Remain knowledgeable of safety plans and participate in scheduled emergency drills.
 - Produce and update safety preparedness documentation and training materials as needed and approved.
 - Attend Safety Committee meetings as requested.
 - Participate in fire inspections with the local fire department and coordinates safety improvements, as needed.
- Assist with the building security during daytime and evening business hours.
 - Lock and unlock interior and exterior doors as necessary.
 - Escort unauthorized persons or problematic patrons from SCR properties and act as point person for contacting South Coast Plaza Office Division security or local law enforcement, as needed and/or in consultation with management.
- Open and close the building as scheduled.

ABOUT THE PERSON

Qualities and skills that best serve a Facilities & Operations Associate are:

- Previous working experience with facilities maintenance
- 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
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

SCR CULTURE AFFIRMATIONS

The Facilities & Operations Associate serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.

WORKING CONDITION

Regular tasks of this position 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 a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

TO APPLY

Please submit a resume and three (3) references to jobs@scr.org.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.