

# 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: \$15.50-17.00 hourly  
STATUS: PT/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**

Facilities/Operations Assistants are scheduled on a monthly basis and paid weekly following SCR payroll policies. This role is eligible to receive overtime as scheduled and preapproved by the Facilities/Operations Manager. Other benefits include provided parking and complimentary tickets to all Segerstrom and Argyros stage shows.

## **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.*