JOB DESCRIPTION

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

Facility Maintenance & Communication
• Perform routine maintenance and cosmetic improvements:
  o Complete general custodial duties including sanitizing, vacuuming, and other needs as they arise or are assigned.
  o 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.
  o Assist with building maintenance projects, including plumbing, electrical, painting, and other facility needs.
  o Maintain storage area cleanliness and organization.
  o Assist with condo maintenance and cleaning projects.
  o Maintain restroom cleanliness and replenish supplies as needed.
  o 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.
  o Lock and unlock interior and exterior doors as necessary.
  o 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.
  o 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, embraces diversity and is committed to creating an inclusive environment for all employees.