

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 highly recommends all employees be fully vaccinated and remain up to date with the CDC recommended boosters.

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