



THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

TITLE: Facilities Manager

REPORTS TO: Executive Director

JOB PURPOSE

The Facilities & Operations Manager is responsible for ensuring the proper appearance and function of The Center for the Arts for staff, patrons and volunteers.

DUTIES and RESPONSIBILITIES:

1. Maintenance and oversight of all aspects of the physical plant, including:
 - a. lighting
 - b. ventilation
 - c. custodial and recycling services
 - d. seating and furniture inventory
 - e. plumbing
 - f. restrooms
 - g. parking
 - h. roofing
 - i. signage and advertising display
 - j. emergency equipment and procedures
 - k. perform basic maintenance and repair
 - l. stage maintenance - oversight of technical staging operations for Center venues
 - m. attending staff and production meetings
 - n. oversight of the facility preparations for Center events at off-site venues.
 - o. maintenance and oversight of all rooms upstairs and downstairs.

2. Administrative responsibilities include:
 - a. recommending and procuring equipment, materials and supplies with the Executive Director's approval
 - b. establishing emergency planning protocols
 - c. monitoring energy usage
 - d. key inventory and distribution with the Executive Director's approval
 - e. managing and updating facility-related documents and records
 - f. hiring and scheduling contractors
 - g. maintaining building safety
 - h. following up on staff and visitor facility-related complaints and suggestions
 - i. supervise the Facilities Assistant



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- j. furnishing monthly facility status and project reports to The Center's Executive Director and Facility Committee
- k. Maintain compliance with all company policies and procedures.

QUALIFICATIONS:

- a. Two years experience in facility management
- b. Some specialized knowledge of building systems and event production
- c. People skills
- d. Problem-solving ability
- e. Communication and organizational skills
- f. Attention to detail
- g. Able to work flexible hours and multitask
- h. Ability to manage a complex and varied workload
- i. Outstanding customer service skills.
- j. Outstanding written and verbal communication skills required.
- k. Basic knowledge of carpentry, repair, plumbing, maintenance, etc.
- l. Full comprehension and use of Google Drive, Microsoft Office, and basic computer use.

HOURS

20 -40 hours per week

Time varies based on event needs. Some evening and weekend hours will be required.