



Facilities Manager

Job Summary: The Facilities Manager is responsible for daily maintenance of the W.O.W. Hall building, equipment, and grounds and coordination of services with staff and vendors to ensure upkeep in accordance with historic preservation guidelines. This position reports to the Executive Director.

Responsibilities include:

Facilities Maintenance

- Perform minor maintenance activities, daily custodial, groundskeeping, and inspect the building; check for cleanliness and provide additional cleaning as needed to ensure a clean, safe, sanitary environment.
- Ensure that facilities maintenance and repairs are in compliance with historic preservation guidelines
- Ensure heating and cooling systems are consistent with manufacturers' instructions.
- Use janitorial checklists and complete all administrative tasks in a timely manner
- Operate within the facility's maintenance and review expenditures with the Executive Director

Training

- Train an assistant on the proper usage and maintenance of custodial equipment and provide guidance as necessary.
- Provide training to volunteer teams for periodic WOW Hall clean-ups in coordination with the Volunteer Coordinator

Contractor/ Vendor Management

- Manage and monitor contractors and vendors to ensure work is being performed according to agreed-upon scopes of service and timelines and communicate with the Executive Director on any work order changes prior to proceeding.

Rental and Event Coordination

- Coordinate with the Production Manager and House Manager on set-up for events and rentals, ensure the building is clean before/after an event or rental, and report any damage to the Executive Director



Community Center for the Performing Arts

- Follow security procedures and work cooperatively with public safety officials; observe external activities for threats to public safety and the security of the W.O.W Hall
- Assists with response to custodial-related emergency situations as needed.

Expectations

- All employees are required to attend weekly staff meetings via Zoom and maintain ongoing communication with other staff members and the Executive Director.
- Co-create a positive work environment and default to good intention and helpfulness
- Ask for help and make requests of others when needed
- Live up to commitments and show up!
- Have fun!

Work Schedule

Approximately 20 hours a week with flexibility depending on events and activities and any building emergencies that may arise. Work generally occurs before events in the afternoons prior to evening performances and clean-up on weekends.

Benefits

\$18.00 per hour
Bus pass
Comp shows
Paid holidays
Earned Paid Time-off
And an upbeat and kind environment!

Please send your resume and cover letter to tell us why you would be a great fit for this job.

applications@wowhall.org

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. **We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences.** If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.