

Job Summary

The Facility Manager is part of the leadership team and is responsible for the overall and preventative maintenance of a 70,000 FT² 2,300-seat historic theatre serving 180,000 patrons per year with touring Broadway shows, concerts, comedy, family shows and other events. In addition to the theatre, the facility is comprised of an adjacent and connected 16,000 FT² building, consisting of administrative offices, function rooms for private or community events, and a conservatory for the performing arts.

Responsibilities and Duties

- Maintain and/or administer service contracts for all building systems including HVAC, plumbing, fire alarm, elevators, access and security, and electrical
- Schedule and/or conduct monthly, quarterly, and annual inspections as appropriate; of building and fire emergency systems including fire alarm panels, fire extinguishers, standpipe, fire pump, sprinklers, etc.
- Schedule and monitor HVAC equipment via Automated Logic system including basic occupancy, special event, and performance scheduling to ensure patron comfort while maintaining or improving energy efficiencies
- In conjunction with Operations Manager, maintain and execute building emergency and fire evacuation plans in accordance with Worcester Fire Department standards and requirements
- Ensure compliance with MA State building code regulations, and maintain records and logs
- Facilitate and/or perform building repairs as needed
- Within established budget limitations, hire and participate in recruitment of all facilities staff, with an active role in staff retention, review, and dismissal processes as appropriate
- Supervise and schedule facilities staff to ensure buildings are cleaned and maintained as needed, including at times, more than once a day, nights and weekends at a high level of quality, including theatre public and back-of-house areas, conservatory studios, event spaces, and administrative offices
- Monitor cleaning and maintenance supplies and equipment and order consumable goods as needed
- Coordinate or accept deliveries to the theatre and see that they get to the appropriate department
- Organize staff for setup and breakdown of chairs, tables, portable bars and other fixtures for special events
- Establish and maintain effective working relationships with department heads and other theatre staff
- Keep department and storage areas including tools and supplies organized
- Be available and periodically "on call" after working hours.

Qualifications and Skills

- Ability to work evenings or weekend hours as needed

- Ability to read, listen and communicate in English at a high level of proficiency, both verbally and in writing
- Ability to climb stairs and ladders, crouch or kneel, type, and perform tasks with hands and arms
- Lift and/or move up to 50 pounds
- 5 years facilities management experience required including staff management
- Experience with Automated building management systems
- Effective organizational skills and the ability to multitask
- Competence with MS Office suite
- The ability to read and interpret construction drawings
- Valid Driver's License
- Flexibility to work a varying schedule including days, evenings and weekends; as required by theatre, conservatory and event schedules

Benefits

Salary commensurate with experience, benefits package includes health/dental insurance and opportunity to participate in a 401K

The Hanover Theatre is an Equal Employment Opportunity Employer and complies with all Federal and Massachusetts laws concerning Equal Opportunity and Affirmative Action in the workplace.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Facilities/Plant Management: 5 years