

## DEVELOPING YOUNG ARTISTS | RE-IMAGINING THE WORLD

### EAST BAY CENTER FOR THE PERFORMING ARTS FACILITIES COORDINATOR JOB POSTING

**Job Classification:** Non-exempt, Hourly, Part-time - 20 hours/week

#### **About East Bay Center for the Performing Arts**

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,000 youth in 13 schools. The Center's staff consists of 25 administrative staff and 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

#### **Position Summary**

Under the direction of the Director of Student Development and Training, the Facilities Coordinator provides overall maintenance for a 12-year-old performing arts facility with 11,610 square feet. The incumbent is responsible for providing quarterly inspections and ensuring that all technical equipment is maintained and in optimal working condition. supporting facility rentals, in coordination with the Production Coordinator. While the incumbent works part-time, they must be flexible as there will be times when they will be required to work additional hours to support the Center's scheduled signature events (e.g., gala, student performances, guest artist productions) that may occur during the evenings and some weekends.

#### **Scope**

Under the direction of the Director of Student Development and Training, the Facilities Coordinator will be responsible for the oversight of the maintenance, condition, and safety of the East Bay Center building. The incumbent will play a key role in the day-to-day operations of organizational activities and support the Main Site Department, to ensure that all programs can run safely and efficiently. They will be the first point of contact for contractors and other maintenance staff.

*Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbents may perform other related duties at the equivalent level.*

#### **Key Responsibilities**

- Supervise maintenance of the facility and its mechanical systems including electrical, plumbing, fire system (alarm system, extinguisher, standpipe and sprinkler), elevator, pest control, telephone service;

- Schedule quarterly and annual inspections of all systems, including all inspections required to meet California Department of Buildings and FDCA code;
- Schedule and manage custodial contractor and maintain stock of cleaning equipment and supplies; light assistance with cleaning and maintenance when needed;
- Oversee room set up for main site classes, ensuring that all rooms are appropriately set up for the first class of the day;
- In collaboration with Human Resources, update and manage the Injury Illness Prevention Program (IIPP);
- Work in collaboration with the Controller and Department Heads to track facility expenses;
- Provide cost projections for building systems, including electrical, plumbing, painting, house seat maintenance, garbage removal, and carpet cleaning;
- In collaboration with the Controller, assist Department Heads to evaluate equipment needs, including maintenance, upgrades, storage, inventory, and purchases;
- Oversee documentation archives and training for all technical equipment and maintain inventory files for insurance purposes;
- Maintain/update safety and emergency procedures for theater workers/other staff;
- Manage storage space for all instruments and equipment;
- Support with instrument maintenance and repairs as necessary.

#### **Knowledge, Skills and Abilities (typically required of the position)**

- Familiarity with the technical aspects of theater and/or significant experience/education in theater management;
- Familiarity with Mac Operating System, Microsoft Excel, Microsoft Word, and Google calendars;
- Strong written and verbal skills and the ability to communicate with a diverse audience;
- Dedication to the role of the arts in social justice, youth, and community development;
- Ability to lift at least 35 pounds;
- Current valid CA driver's license and ability to drive a car when needed;
- The Center requires that all employees provide proof of full vaccination for COVID-19.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE**

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include:

##### **Minimum Requirements**

##### **Education and Training:**

- An associate's degree or its equivalent supplemented by specialized coursework in any of the following fields: construction management, facilities operations or related field.
- A minimum of five (5) years of production experience working in a similar organization or theatrical environment

##### **Other Requirements:**

- Current valid CA driver's license and ability to drive a car when needed;

- EBCPA strives to be a safe and healthy work environment for our staff, students and visitors, including free from the exposure to COVID-19. As a condition of employment, all EBCPA staff are required to be fully vaccinated (2 shots) for COVID-19. Therefore, all candidates must provide proof of being fully vaccinated against COVID-19 before they begin their work assignment;
- Must successfully pass a comprehensive Criminal Background Check;
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.

**Supervision:** N/A

- **Work Schedule (20 hours per week)**
- Flexible, depending on schedule and building needs. May be required to work weekends and evenings as needed.
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- **Salary Range:** \$35-\$37/hour (DOE)

**Application Process:**

If interested, please submit the following documents via LinkedIn or submit to Deborah Preston, Director of Human Resources: [Deborah.preston@eastbaycenter.org](mailto:Deborah.preston@eastbaycenter.org)

- Resume and cover letter as a Word or PDF document
- A list of three professional references
- **Please include in the subject line: FACILITIES COORDINATOR**

**Please note that failure to submit the required documents may disqualify you from further consideration.**

***East Bay Center for the Performing Arts is an Equal Opportunity Employer***