

POSITION TITLE:	Facilities Manager
REPORTS TO:	Director of Operations & Facilities
WORK SCHEDULE:	Full time/40 hours a week –some evenings and weekends required.
WORK LOCATION:	Los Angeles & Culver City.
DIRECT REPORTS:	Facilities Assistants and Facilities Supervisor
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	\$1,538-\$1,615/week, equivalent to \$80,000-\$84,000 annualized
BENEFIT STATUS:	Eligible
DEPARTMENT:	Operations & Facilities

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Responsible for managing the Facilities Team and overseeing facility management, housekeeping, inspections, repairs, safety and security. Ensures all systems continue to perform effectively across Center Theatre Group (CTG) worksites. Lead on all initiatives for the Annex offices, Kirk Douglas Theatre, Boyle Heights Warehouses with project management for the Ahmanson and Taper theatres (in conjunction with The Music Center).

PRIMARY RESPONSIBILITIES

- Design, implement and oversee a system of maintenance and inspections to protect all CTG occupied spaces and the humans inside, in collaboration with Director of Operations and Facilities.
- Oversee the logging of repairs and research/recommend upgrades for all facility related items, to ensure their working condition and sustainability – i.e. lighting, HVAC, plumbing, pest control, landscaping, recycling, IT, sprinkler system, access control, waste management, people lifts, ladders etc.

- Serve as the primary point of contact for all safety and facilities issues. Recommend and develop contingency plans for equipment breakdowns and system failures.
- Manage operational and facilities related systems, including tracking/logging updates of network access, phones, photocopiers, key control, alarm system, etc., in collaboration with other Departments.
- Regular inspection of all spaces at CTG-run facilities to track issues and develop/communicate plans to address any problems. Collaborate with other Facilities, Operations, and Production staff and The Music Center to address issues.
- Conduct regular monthly facilities inspections to proactively identify deficiencies (for example fire extinguishers, AED machines, PPE inventory, eye wash stations, smoke vents, sprinkler systems, Inverter Batteries, HVAC, etc.) for all CTG-managed facilities and assets.
- Schedule and communicate with housekeeping and security vendors for the KDT and Shop/Warehouse, as needed.
- Evaluate practices, procedures and facilities (with partners like GotSafety) to assess risk and ensure adherence to the law.
- Liaise with The Music Center team to ensure all CTG spaces are up to code and functioning.
- Recommend solutions, opportunities to improve, and new prevention measures.
- Conduct and schedule regular emergency procedure drills and safety training (example: the Great Shakeout).
- Oversee hazardous waste, SDS, and OSHA compliance for CTG facilities.
- Establish and manage a CTG Safety Committee that meets regularly.
- Oversee, perform maintenance, and log repairs and upgrades for building security and safety equipment and systems– i.e. first aid kits, fire extinguishers, smoke vents, OSHA compliance, SDS system, hazardous materials handling and disposal, etc.
- Develop protocols and facilitate trainings for staff on relevant systems and procedures.
- Work with Director of Operations & Facilities to create, revise, and oversee a Facilities budget.
- Aid in creation of company-wide programs for facility waste management, green workspaces, and waste disposal with KDT Manager.
- Supervise and schedule Facilities Team.
- Ensure appropriate Facilities-related support by scheduling staff and resources and being on-call as needed for all KDT shows and events, including CTG-hosted productions.
- On call for any alarm systems.
- Demonstrate collaborative and respectful partnership with other departments.
- Demonstrate an ongoing commitment to CTG's equity, diversity and inclusion initiatives and values and demonstrate an ongoing commitment to an anti-racist work culture.

SECONDARY RESPONSIBILITIES

- Log and disseminate building reports and incident reports.
- Execute, manage, and reconcile petty cash, credit card and P.O. purchases.
- Safely load, unload and secure items from CTG's various facilities and vendor locations.
- Safely operate company vehicles and lifts. CTG will provide training and certification when required.
- Execute, manage, code, and reconcile petty cash, credit card, and PO purchases.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Other duties or projects as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Strong leadership, management, and organizational skills.
- Depth of experience in electrical, plumbing and HVAC.
- Experience and knowledge in commercial and theatrical building maintenance, repair, and operations. Familiarity with theatrical hardware and supplies.
- Knowledge of common industry standards including safe practices, inspection protocols and reporting.
- Ability to coordinate multiple parts of a project, set priorities, and follow through in a timely manner.
- Excellent customer service and interpersonal skills.
- Ability to read and interpret construction documents (CAD Drawings, Floor Plans), technical procedures and government regulations.
- Working knowledge and comfort with Microsoft Office, especially Outlook and Excel. Comfort with communicating via e-mail and phone.
- Comfortable working on ladders.
- Able to multi-task, work independently, and manage overlapping deadlines.
- Clear and effective communicator, both written and verbal.

MINIMUM REQUIREMENTS

- Willingness and ability to work 40 hours or more per week on a flexible schedule, including nights and weekends.
- Ability to sit in a workstation, type, and work with a computer for extended periods of time.
- Must be able to stand, stoop, bend, kneel, reach and climb in various positions to perform tasks.
- Ability to comfortably and repeatedly lift 50 lbs. to waist height and 20 lbs. to head height.
- Must be able to work on a ladder and in hard-to-reach places.
- Must be able to stand, stoop, bend, kneel, reach and climb in various positions to perform tasks.
- Spanish fluency a plus.
- Employee must maintain a valid driver's license and clean driving record such that they are able to be insured by Center Theatre Group's automobile insurance policy (Inability to remain insured by CTG's policy may result in termination).
- Must be able to operate various personnel lifts, vehicles and forklifts. Company requires certificates and will provide training.
- First Aid Certification. Company will provide if needed.
- Ability to sit, type and work at a computer for extended periods of time.
- Clean driving record and valid driver's license.
- Willingness and ability to work 40 hours per week. Flexibility to work overtime as needed.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION
\$80,000 - \$84,000

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter along with salary desired to pwylie@ctgla.org. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.