



April 22, 2022

Job Posting

Job Title: Maintenance & Facilities Assistant (Part-Time Hourly, Non-Exempt)

Department: Operations & Administration

Reports to: Operations Manager

About the Company: Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the leadership of Producing Artistic Director Danny Feldman, it presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat mainstage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs to build community, The Playhouse is well positioned to boldly lead for continued growth and leadership.

About the Position: Pasadena Playhouse is seeking a highly motivated and driven Maintenance and Facilities Assistant. This position is responsible for providing basic maintenance and repairs in the building as assigned by the Operations Manager. Strong candidates will bring a full range of general maintenance skills including but not limited to: plumbing, electrics, painting, carpentry and building repair. This position may also be asked to help with event set-up and basic janitorial work if needed. The Playhouse is almost 100 years old, so experience with historic and/or outdated buildings is a plus. The Maintenance and Facilities Assistant will be responsible for the timely and professional completion of tasks to the standards of the Operations Manager and the senior staff of the Playhouse.

The ideal candidate must have strong initiative, great problem-solving capability, excellent communication skills, and a can-do attitude. The company is growing and changing, so flexibility in job duties, description and expectations is a must!

Responsibilities:

- Provide basic maintenance and repairs as assigned
- Assist the Operations Manager with additional tasks
- Help with event set-up and strike
- Interact with staff and patrons in a professional and courteous manner
- Build and maintain any new furnishings in the building (desks, tables, chairs, poster boxes, etc.)
- Perform work in a timely manner
- Basic Janitorial duties if assigned

Qualifications/Experience

- 1-2 years' experience
- Ability to communicate effectively
- General maintenance and repair knowledge
- Physically fit and able to lift up to 100 lbs.
- Passion for the arts and/or theatre
- Willingness to work with an on-call or revolving schedule when required

Compensation: Compensation is \$18.00 per hour. Start date is immediate.

How to Apply: Please email cover letter and resume in one PDF to bburcham@pasadenaplayhouse.org with the subject line "Maintenance & Facilities Assistant". No phone calls please.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.