



August 4, 2022

## **Job Posting**

**Job Title: Facilities Manager (Salaried, Exempt)**

**Department: Facilities**

**Reports to: Chief Financial and Administrative Officer**

## **Who is Pasadena Playhouse?**

The Pasadena Playhouse was founded in 1917 by theater impresario Gilmor Brown. Galvanizing a community largely made up of wealthy easterners, Brown raised money from over 1,000 citizens in Pasadena to purchase land at 39 S. El Molino and in 1925 the current landmarked theater opened its doors with national fanfare. In 1937 the California state legislature unanimously voted the Pasadena Playhouse the official state theater of California.

In 2016, the Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (a combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

The Playhouse is one of the most prolific drama-producing organizations in the history of American theater, having commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at



the core of the institution with more than 30,000 students served in the last four years alone. Today, the Pasadena Playhouse State Theater of California is a \$7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California.

The Playhouse is in the midst of a renaissance which includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment, to a destination they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

### **What will you do?**

The Facilities Manager is responsible for supervision and management of all buildings, safety and security, and outside rentals & special events. This position reports to the Chief Financial and Administrative Officer and works closely with the Production Department to ensure a safe environment and the smooth operation of all non-mainstage events. This position supervises the Facilities Staff (in-house custodians and outside contractors) and serves as the Chief Safety Officer for the Organization.

### **Areas of Accountability**

- Coordinate installations and repairs of infrastructure
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Schedule and supervise facilities staff
- Schedule and supervise outside maintenance and building contractors
- Review utilities consumption and prioritize and strategize to minimize costs
- Oversee all maintenance & facilities requests
- Order facilities supplies
- Maintain key log, order keys, etc.



- Update and maintain door codes for all entrances to theatre and administration
- Serve as primary contact for all outside rental inquiries
- Perform site visits with potential clients to introduce them to the space and gain more technical insight into their needs for the events
- Coordinate with Production regarding availability and technical needs
- Write contracts & organizational documents to facilitate smooth execution of rentals/ events
- Pull equipment & inventory to set up and execute rentals & events
- Organize & run all non-main season production events
- Advance the company's safety initiative and meet Cal OSHA safety requirements
- Monthly inspections/assessments of all areas to ensure we are meeting or set to meet safety goals
- Perform analysis and forecasting of future safety needs and prepare estimates of funding needs
- Monthly online staff training

### **Essential Skills**

- Proven experience as facilities manager or relevant position in theatrical production
- Well-versed in technical equipment, technical operations and facilities management best practices
- Excellent verbal and written communication skills
- Good interpersonal skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking



- Ability to act quickly and make decisions
- Ability to handle high-stress, emergency situations (earthquake, fire, storms, etc.)
- Bilingual (English & Spanish) desired but not required

### **Working Conditions**

- Ability to work long hours and work with a flexible schedule.
- Must be willing to work at heights, around moving machinery, and with exposure to noise, vibration and dust.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, vapor, gasses, and/or materials.
- Must possess sufficient strength and stamina to lift and carry up to 50 pounds.
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking.

### **How much are we paying and what are the perks?**

Salary: \$65,000

Benefit Package: Medical, dental, and life insurance coverage. Generous paid time off. 403(b) Retirement Plan

### **How do I apply?**

Please email cover letter and resume in one PDF to [jobs@pasadenaplayhouse.org](mailto:jobs@pasadenaplayhouse.org) with the subject line "Facilities Manager." 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.