

JOB ANNOUNCEMENT
FACILITIES MANAGER AT THE WORKHOUSE ARTS CENTER

JOB SUMMARY. Under the direction of the Chief Development Officer, Facilities Manager is responsible for daily facility operations and oversight of organizational assets. He/She is responsible for effectively supporting all campus events and event rentals. Keeps Chief Development Officer apprised on a regular basis of facility conditions and operations. Responsible for other duties as assigned.

ROLES AND RESPONSIBILITIES.

Facilities Management and Support:

- Regularly walks the campus to ensure all operations are safe, clean, and in good working order.
- Responsible for supporting all phases of events and event rentals, to include planning, set-up, execution, and breakdown, to help ensure successful events and good customer service. May include lighting, audio-visual, and basic IT support.
- Able to perform basic handyman skills.
- Able to perform manual labor associated with assigned tasks (capable of lifting approximately 50 lbs.).
- Manages studio changes (walls, adjustments, measuring square footage).
- Available for 'after hours' on call duties as necessary.
- Serves as backup ABC manager.
- Provides oversight to volunteers and temporary event staff as necessary.

Management of Workhouse Assets:

- Maintains computer inventory, recommend purchases as needed, liaise with Technology contacts for phone, computers, internet, etc.
- Oversees and coordinates management of sound and lights for tent, including proper storage between events.
- Maintains detailed inventory records of all event, equipment, rental assets ensuring inventory is up to date, tracked at all times, organized and accessible at all times.
- Identifies any issues pertaining to wear and tear of assets, creates written reports and makes recommendations on adjusting inventory process/storage/etc.
- Manages and issues all keys and fobs, keeping detailed records.
- Ensures utility vehicles and equipment serviced when needed and kept in working order and in clean condition.
- Maintains, organizes and stores Workhouse tools.
- Schedules and coordinates with third-party vendor for the annual erection and removal of seasonal tent.

Administrative Tasks

- Serves as primary point of contact for on-site facilities support from Fairfax County Facilities Management Division (FMD), Sheriff's department Community Workforce for landscaping and, cleaning company, and other vendors. Submits work orders as necessary.
- Prepares all necessary County/State permit applications and provide oversight to ensure timely permit compliance.
- Ensures all fire extinguisher inspections are up to date.
- Liaises with Fire Marshal, Building inspectors, OSHA, etc.
- Ensures elevator inspections are up to date and timely.

- Assists as directed with insurance claims for any damage, vandalism, etc.
- Obtains competitive quotes for minor campus construction projects and event support as directed.
- Maintains Organizational Master Calendar of all events/activities on campus.
- Oversees ADA compliance and signage.

QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS

- ✓ Experience maintaining operations, facilities and/or events.
- ✓ Excellent communication skills, both verbally and written. Responds to communications quickly, professionally, and accurately.
- ✓ Familiarity with and functional in Microsoft Office Suite. Basic IT knowledge a plus.
- ✓ Proven ability to deliver results in a fast-paced environment while handling multiple projects and deadlines
- ✓ Outstanding interpersonal skills, able to form and maintain excellent working relationships with all stakeholders.
- ✓ Professional demeanor. Positive, team-oriented attitude. Able to provide good customer service at all levels.
- ✓ Knowledge of CPR and basic First Aid a plus.
- ✓ HS Diploma or GED required

ADDITIONAL NOTES:

Although normal administrative office hours are Monday – Friday, 9 am – 5:30 pm, the nature of this job will require frequent evenings and weekends in order to support facility needs, rentals, and events. The position is responsible to take online training and obtain Crowd Management Certificate within 60 days of appointment (at the organization's expense). Must also become very familiar with County permitting process requirements.

SALARY: Anticipated salary for the position is low 40s.

TO APPLY: Please submit your resume and a cover letter to resumes@workhousearts.org.

Position open until filled.

Posting date: 1/1/20