

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Job Posting
Facilities Manager
Full-time, Year Round

The Opportunity

The Facilities Manager (FM) is responsible for keeping our buildings and grounds at the Bruns Amphitheater in top shape. This includes our 545 seat outdoor amphitheater, three picnic grove areas, outdoor deck, plaza area as well as the indoor cafe, restrooms, green room and dressing rooms. This includes systems repairs and maintenance, emergency preparedness, security, and safety. The FM is primarily responsible for preventative and daily maintenance as well as future planning. Additional responsibilities include IT and operations coordination and management.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Duties and Responsibilities

Facility Management (50% of work time)

- Responsible for the leadership of the facilities department
- Hiring and management of facilities staff
- Oversight and maintenance of the water & septic systems
- Oversight and maintenance of the electrical systems
- Oversight and maintenance of HVAC
- Oversight and maintenance of waste management (trash, yard, compost, recycling and hazardous material)
- Oversight of custodial operations
- Oversight and implementation of safety and adhering to all CalOSHA regulations
- Manage relationships with outside vendors and schedule routine inspections, maintenance and emergency repairs as necessary
- Oversight of emergency preparedness, security systems, and personnel
- Oversight of vehicle registration and maintenance
- Creating and maintaining detailed documentation, policies and procedures
- Collaborating with upper management future planning for facility needs
- Ensuring the venue is ready for all rentals, events, rehearsals, and performances in coordination with Production and Operations departments
- Serve as liaison with EBMUD, local Police and Fire Departments, and contractors on all facilities issues

Financial Management (20% of work time)

- Develop and maintain annual facility/IT budget
- Oversee all facility & IT related expenditures

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- Review and approve payroll for facility staff
- Track and manage the facility/IT budget

Maintenance Work (20% of work time)

- Perform maintenance and repairs that do not require a contractor (eg: minor plumbing, electrical, carpentry, painting landscaping repairs)
- Maintain day-to-day operations of facilities including but not limited to: power washing the plaza, cleaning chairs and tables, leaf blowing the facility, refill water coolers, refill first aid kits, etc.
- Prepare facilities for changing weather conditions

IT Management (10%)

- Serve as a liaison to external IT contractors, maintain priority list of IT-related projects
- Work closely with the IT contractors and the staff to continually assess, enhance and maintain information technology and databases to support programs and development activities

Qualifications:

You are an ideal candidate if you:

- Share a respect for a diversity of backgrounds and voices
- Enjoy working in a creative, collaborative, fast-paced atmosphere and contribute to the creation of a positive work environment while upholding all safety guidelines
- Are proactive, flexible, self-disciplined and reliable
- Have a precise attention to detail and strong organizational and priority setting skills
- Have prior facilities management and maintenance experience, (experience in an outdoor setting a plus)
- Experience as a team player, creative problem-solver, and have the ability to know how to work with limited resources and infrastructure
- Have strong written and verbal communication skills
- Be familiar with and stay up to date on CalOSHA regulations
- Have maintenance experience in building systems such as plumbing, HVAC, electrical, and other common systems is preferred
- General understanding of IT and facility with learning new IT skills and programs
- A valid CA Drivers license
 - Personal vehicle preferred
 - Class B Driver's License a plus. Willing to obtain Class B license (expenses covered by Cal Shakes)

Physical Requirements

- Ability to bend, lift up to 50 lbs, carry, climb ladders, and work in a timely manner
- Ability to work outdoors in all weather conditions

Special Environment Factors

- Outdoor work activity and traversing uneven ground

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- The theater in Orinda is not reachable by public transportation. The closest BART station is Orinda and it is over a mile on a public highway to the theater entrance. We prefer that you have regular access to a vehicle because of the hours and location.
- Position requires daytime hours, and some evening or weekend hours
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time
- The theater is nestled in the hills of Orinda and a beautiful place to work!

Supervision

This position is supervised by the General Manager.

Compensation

This is a full-time, year-round position with a salary range of \$48,000-\$60,000. Benefits include health insurance (base plan 100% covered by Theater for full-time, year-round employees), dental and vision insurance (employee contributes), life insurance (100% covered by Theater), 2 weeks (10 days) vacation, and 10 paid staff holidays. Cal Shakes is a fully vaccinated workplace. Full vaccination is required of all employees with exemptions made for sincerely held religious beliefs and medical exemptions.

Applications will be accepted until the position is filled.

How to Apply

Please submit cover letter and résumé to: Kyle Fischer, General Manager - kfischer@calshakes.org (with "Facilities Manager" in the subject header)

About Cal Shakes

With a 545-seat outdoor performance venue in Orinda, CA; and education and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners. Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage.

Theater is people. We strive for a work environment in which everyone feels encouraged to bring their whole self to work. Cal Shakes promotes transparency and staff access to decision-making through organization-wide meetings that invite participation from all staff regardless of seniority or position. We embrace a diversity of people, ideas, talents, and experiences and work to create a space where people have a sense of belonging. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

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California Shakespeare Theater is an Equal Opportunity Employer and has an inclusive work environment that actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.