

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Description Facilities Assistant Seasonal, Non-Exempt Employee

Position Overview

California Shakespeare Theater (Cal Shakes) is looking for a Facilities Assistant to join our Facilities staff providing maintenance and support for our summer season. The position is responsible for the weekend and weekday afternoon upkeep and maintenance of our stunning outdoor grounds and amphitheater located in the beautiful East Bay hills near Orinda. In addition, you will provide support during Student Matinees (SMATS), Opening Nights, and other miscellaneous events. The ideal applicant will have a love for the outdoors; a passion for eco-friendly infrastructure; and be able to effectively maintain the complex needs of our space. We would prefer it if you have a background in facilities and/or theater. This is a 32-40 hour/week seasonal, hourly position from April to October. The position reports to the Senior Facilities Associate.

Duties & Responsibilities

- Maintenance of the Grounds: The Facilities Assistant will do maintenance and landscape duties for the grounds. Tasks include but are not limited to: leaf blowing, garbage pickup, light janitorial, event preparation, power washing and landscaping. During weeks without productions, the Facilities Assistant will assist with onsite renovations and maintenance led by the Senior Facilities Associate.
- Event Support: Work with event organizers on set-up, event support and tear down.
- House Staff: The Facilities Assistant will be able to pick up shifts as a House Associate when available. These shifts occur during our performances and consist of: welcoming patrons to the Bruns; assisting patrons by answering questions and helping them to their seats; and other duties requested by the House Manager.

Qualifications

- Share a commitment to inclusion, equity and a respect for a diversity of backgrounds and voices
- Enjoy working in a creative, collaborative, fast-paced atmosphere and will contribute to the creation of a positive work environment
- Proactive, flexible, self-disciplined and reliable.
- Can anticipate problems, come up with solutions, and then implements those solutions; is able to balance facilities needs with those of production and performance schedules; can handle unforeseen complications as well as frequent interruptions
- Experience in Events or Theater Production support is helpful
- Experience in facilities, carpentry or maintenance work, preferably in an outdoor setting.
- Strong verbal communication skills
- Basic computer skills, including email, Word and Excel.
- Strong organizational and priority setting skills.
- A Class B Driver's License is welcomed but not required.

Special Environment Factors

- Mostly outdoor work activity, heavy-lifting (up to 40lbs), walking on uneven ground. The work week is potentially flexible and will vary.
- Position requires a combination of daytime hours, and some evening or weekend hours, at our outdoor Amphitheater site in Orinda

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- The ability to drive motorized vehicles. The position requires frequent driving of a golf cart and Cushman around the property.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- The Bruns Amphitheater is most accessible by car. It is preferable that the employee have access to and operate a car in order to work at the Amphitheater, but Cal Shakes may be able to accommodate alternatives.

Other Details

- Time Commitment: 32-40 hours per week
- Duration: April 4, 2022 - October 31, 2022
- Reports to: Senior Facilities Associate
- **Compensation: The pay range is between \$17-\$20/hour, depending on experience**
- Vaccination Policy: Cal Shakes is a fully vaccinated workplace. Full vaccination, including up to date booster dose(s), is required of all employees with accommodations made for sincerely held religious beliefs and medical exemptions.

To apply: Email your cover letter and resume to facilities@calshakes.org with "Facilities Assistant" in the subject line.

The Organization

Description: With an outdoor main stage performance venue in Orinda 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 throughout the Bay Area. California Shakespeare Theater has an inclusive work environment and 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.

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.

Equity, Diversity, and Inclusion 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.

California Shakespeare Theater is an equal opportunity employer. We have an inclusive work environment and actively embrace a diversity of people, ideas, talents and experiences. People of color are encouraged to apply.

For more information about Cal Shakes, please visit our website at <http://www.calshakes.org>

Thank you for your interest in joining the team at Cal Shakes!