

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Facilities Technician Seasonal, Non-Exempt

The Opportunity

The Facilities Technician is a seasonal, part-time job reporting to the General Manager. They are responsible for the maintenance and upkeep of the Bruns Amphitheater, an outdoor venue, in Orinda. They ensure that the venue and office is kept in good, safe working, and aesthetically pleasing conditions throughout the season.

Essential Duties and Responsibilities

- Day to Day Duties: The Facilities Technician will be responsible for the day to day support of facilities department. Tasks include but are not limited to: oversight and maintenance of waste management (trash, yard, compost, recycling and hazardous material), monitoring water tanks and septic system, power washing the plaza, cleaning chairs and tables, leaf blowing the facility, refill water coolers, refill first aid kits, and other duties as requested.
- Perform maintenance and repairs that do not require a contractor (e.g: minor plumbing, electrical, carpentry, painting landscaping repairs)
- Occasional Event support: Build out staffing schedules, coordinate with the renter on site visits, onsite representative of Cal Shakes pre and post events with the renter, run errands as needed.
- Special Facilities Projects: The Facilities Technician should be comfortable with leading special projects related to maintaining the facility
- Vendor management: Facilities Technician should be comfortable with contacting, scheduling and managing vendors for onsite services such as Janitorial service, plumbing support and golf cart maintenance.
- Supply Ordering: Facilities Technician should be comfortable in ordering and purchasing supplies for routine maintenance, special projects and general ongoing support.
- Production and Scenic support: Facilities Staff will work to provide interdepartmental support to aid in events and productions.
- Coordination between Cal Shakes departments for ongoing production and event support, including Student Matinees, Summer Conservatory, and donor cultivation events

Qualifications

You are an ideal candidate if you:

- Share a respect for a diversity of backgrounds and voices. Diversity encompasses race, gender, ethnic group, culture, age, personality, thinking style, education and background.
- Enjoy working in a creative, collaborative, fast-paced atmosphere and contribute to the creation of a positive work environment
- Are proactive, flexible, self-disciplined and reliable
- Have a familiarity with building systems such as HVAC, plumbing, etc.
- Have experience using tools such as power tools and landscaping tools.
- Are comfortable driving motorized vehicles. The position requires the technician to frequently drive a golf cart and Cushman around the property.
- Have strong written and verbal communication skills, ability to prioritize and are organized
- Basic computer skills, including email, Word and Excel.
- Have a valid CA driver's license
 - Class B Driver's License is welcomed but not required.
- Experience in facilities, stage carpentry or maintenance work, preferably in an outdoor setting, is welcomed but not required

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Physical Requirements

- Ability to bend, lift up to 50 lbs, carry, and climb ladders

Special Environment Factors

- Mostly outdoor work activity, heavy lifting, walking on uneven ground. The work week is potentially flexible and will vary.
- Position requires daytime hours, and some evening or weekend hours at our outdoor Amphitheater site in Orinda
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Efficient execution of the job during the season requires that the employee have access to and operate an automobile.
- The theater is nestled in the hills of Orinda and a beautiful place to work!

Supervision

This position is supervised by the General Manager

Other Details

Time Commitment: 16-35 hours per week

Duration: Immediately through October, with potential to become a year-round position

Compensation: The pay range is between \$18-\$22/hour DOE.

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

To apply: Email a cover letter and resume to Kyle Fischer, General Manager, kfischer@calshakes.org

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.

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 strives for an inclusive work environment and works to actively embrace 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.