

BUILDING MAINTENANCE MANAGER

Status: Full Time / Regular / Exempt

Reports to: General Manager

Salary: \$48,000 + benefits

THE POSITION

The **Building Maintenance Manager (BMM)** manages the building and grounds of Westport Country Playhouse and ensures all spaces are functional and safe for audiences and staff. The BMM will call in outside companies when necessary, but should also have a basic knowledge of building maintenance (plumbing, electrical work, etc.) to be able to fix small items.

ESSENTIAL FUNCTIONS

- Management of all building systems (HVAC, electric, mechanical, etc)
- Negotiate and manage all related service agreements
- Order and maintain inventory of building supplies
- Schedule landscaping services, cleaning services, waste disposal, and recycling
- Serve as primary contact for all building system vendors
- Schedule and manage all major repairs and annual inspections (fire, generator, elevator, sprinklers, etc.)
- Maintain security system and serve as primary contact for alarm company
- Maintain inventory of building keys and manage distribution of keys to appropriate staff
- Maintain fleet of vehicles including scheduled maintenance
- Serve as liaison for and manage all leased spaces, including but not limited to the restaurant located onsite at 27 Powers Court
- Work with Director of Finance and General Manager to create an annual facilities budget
- Submit invoices to the finance department on a weekly basis

- Assist House/Events Manager with the set up and execution of facility rental contracts
- Assist with development and maintenance of Playhouse Building and Maintenance Manuals
- Develop recommendations for procedures for review by the General Manager
- Ensure campus is always safe, clean, and welcoming for patrons

KNOWLEDGE, SKILLS, AND ABILITIES

- Mechanical expertise
- Basic knowledge of building maintenance (plumbing, electrical, etc)
- Ability to diagnose building/mechanical issues
- Flexible schedule and ability to be on call during all performances and events
- Proactive, positive attitude, strong work ethic, and a sense of humor
- Customer Service experience
- Commitment to equity, diversity, and inclusion
- Excellent collaborative, verbal, and written communication skills
- Knowledge of Microsoft Word and Excel

SPECIAL COVID FACTORS

- With current Shelter-In-Place restrictions in effect, most Playhouse staff are working from home. However, as this position is responsible for the building maintenance, this position will need to be in the building several times a week. When not in the building, this position will be able to work from home.
- If you do not have access to a computer to work from home, one can be provided for you.

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett and Wappinger land.

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

As our nation grapples with current events, we at Westport Country Playhouse have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around

equity, diversity, and inclusion (EDI) as well as relevant trainings in antiracist practice, bystander intervention, and social justice. All Playhouse staff, including the BMM, must be committed to learning about EDI work and engaging with the Playhouse in this mission.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer.

For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

HOW TO APPLY

- Send cover letter and resume to resume@westportplayhouse.org with subject line:
Building Maintenance Manager
- Or mail to:
Building Maintenance Manager Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please.