

The Center for the Arts & Sciences in Clute, TX is hiring a Technical & Facilities Director

Position Closing Date: 12/29/17

About the Organization:

Brazosport Fine Arts Council owns and operates The Center for the Arts & Sciences, a 40,000 sq. feet facility that includes a 400 seat proscenium theater, 200 seat black box theater, a 70 seat planetarium, an art studio and an art gallery, as well as classroom and meeting spaces. The Center houses several community cultural organizations, such as Brazosport Center Stages, Brazosport Art League, Brazosport Symphony Orchestra, Brazosport Museum of Natural Sciences and Brazosport Planetarium. Each organization has a full program of activities and on a biennial basis, The Center hosts its popular Elizabethan Madrigal Feast.

Organization's Website:

brazosportcenter.org

Required Qualifications:

Bachelor's degree (minimum) preferably in Tech Theatre; at least 2 years experience in a supervisory or managerial role.

Summary of Responsibilities:

TECHNICAL & FACILITIES DIRECTOR

JOB DESCRIPTION

The Center for the Arts & Sciences (400 College Blvd., Clute, TX) seeks a TECHNICAL & FACILITIES DIRECTOR to join our not-for-profit organization and oversee the daily maintenance of all physical and technical assets of The Center (a 40,000 sq. foot multi-use facility) and its Partner Groups. The TECHNICAL & FACILITIES DIRECTOR will lead a staff of 3-6 full-time, part-time and seasonal maintenance personnel and will work closely with volunteers in the planning and safe implementation of technical aspects of various programs within The Center. The TECHNICAL & FACILITIES DIRECTOR will oversee the maintenance, upkeep and repair of the facility and its systems. The position reports directly to the Executive Director and will serve as a member of The Center's senior management team.

Primary Technical & Facilities Director Duties

- Monitor and maintain the technical and physical assets of The Center, including all lighting equipment, sound equipment, set pieces, shop equipment, properties and costumes, and technical equipment in all Center program areas;
- Train volunteers and supervise the operation of the technical equipment;
- Supervise in the construction and disassembly of theater sets;
- Supervise all rigging and light hangs;
- Orient facility renters to safety, technical characteristics and other areas of facility operations;
- Establish priorities for Maintenance & Housekeeping staff;
- Along with BFAC leadership, develop and maintain Center safety guidelines and emergency procedures for staff, volunteers, visitors and renters;
- Provide guidance and supervision of the Maintenance Supervisor in the hiring, scheduling and training of the Center's maintenance staff;
- Administer performance evaluations to Maintenance & Housekeeping staff;
- Coordinate, schedule, and maintain The Center's facilities calendar, including the events of the Partner Groups and rentals;
- Investigate and troubleshoot problems with facilities systems and coordinate repairs;
- Work with outside contractors and vendors; schedule needed services and oversee the work;
- Acquire bids and estimates for projects, as needed;
- Open and maintain accounts with related vendors and contractors;
- Work with BFAC leadership to develop yearly budgets for facilities and technical concerns;
- Manage the technical, facilities and maintenance budgets;
- Respond to Partner Group and guest requests, concerns, problems or complaints to ensure satisfaction in routine cleaning and areas needing special concentration;
- Maintain work lists, safety records, maintenance records, Material Safety Data Sheets, Work Requests and maintenance files.

Requirements

- Management and supervisory skills and experience (2 years minimum) is required;
- Minimum of Bachelor's Degree in Technical Theater or similar technical degree/certification is preferred;
- Excellent communication skills, both written and spoken, with a high proficiency in English;
- Proficient in Word, Excel, PowerPoint, Adobe, with an aptitude to quickly learn other common computer applications as necessary;
- Working knowledge of lighting and sound equipment operations and maintenance;
- General knowledge and skills in stage carpentry, rigging, and costume care and maintenance;
- Maintain a professional and polite demeanor with visitors, public officials, staff, vendors and volunteers;

- Must report each workday well-groomed in clean, neat and appropriate clothing and footwear;
- Must be self-motivated and self-directed, but also able to effectively lead a team;
- Well organized, reliable and responsible;
- General knowledge of commercial maintenance, cleaning products and services as well as general construction skills or repair work including plumbing, electrical, heating/cooling (HVAC systems), painting/refinishing, carpentry, drywall, framing, & landscaping;
- Must be able to lift 50 lbs. and endure repetitive lifting, bending and carrying;
- Must be able to climb stairs and ladders.

This job description is not an employee agreement or contract. Brazosport Fine Arts Council and The Center has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Brazosport Fine Arts Council and The Center for the Arts and Sciences is an Equal Opportunity Employer.

Compensation:

\$42,000 for highly-qualified candidates (negotiable)

Apply with this Email:

wcopeland@bcfas.org

Special Instructions to Apply:

Mail letter of inquiry, resume and professional references to The Center, 400 College Blvd., Clute, TX 77531 or email electronic copy (pdf) to wcopeland@bcfas.org