

**Dallas Theater Center
Job Description**

Job Title: Facilities Manager
Department: Facilities
Reports To: Associate General Manager
Prepared By: Associate General Manager
Prepared Date: February 22, 2010

SUMMARY

Dallas Theater Center is currently seeking a Facilities Manager. The Facilities Manager reports to the Associate General Manager, assisting with the coordination and facilitation of the Facilities department; including, but not limited to: facility maintenance, department budgeting, project scheduling, follow up, event set-up, rental inquiries and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Execute both internal and external work orders by troubleshooting issues and implementing solutions
- Special event work, including setup, required which may include nights and weekends
- Provide security for facilities as requested.
- Maintain facilities budget worksheets, purchase orders, and other departmental paperwork
- Assist in facilitation of third party rentals of DTC spaces
- Serve as a liaison to tenants of DTC spaces
- Plan and implement capital projects for DTC properties by recommending projects based on facility needs, requesting and evaluating bids from third party contractors, assessing budget implications and managing project through completion
- Other miscellaneous duties as assigned by the Associate General Manager

EDUCATION REQUIRED:

- High school diploma
- Some college preferred

EXPERIENCE REQUIRED:

- A minimum of 1 year as a Facilities Manager or similar position.

SKILLS & KNOWLEDGE REQUIRED:

- The ability to multi-task, attention to detail, and the ability to work well under pressure are imperative.
- Requires self-direction, strong organizational skills and a courteous demeanor at all times.
- Must demonstrate the ability to listen and work well with varying levels of administration, staff (both inside and outside of department), guest artists, and tenants.
- Handy-man skills a plus (basic trouble shooting and repair)
- Basic computer knowledge – Microsoft products, email, etc.
- Must be able to lift up to 75lbs.

Please send resume and cover letter to facilities@dallastheatercenter.org