

# Theatre Assistant Facilities Manager

## Job Description

The Theatre Assistant Facilities Manager (AFM) completes assigned tasks and responsibilities related to the physical buildings, operational systems, and equipment located at the historic Tennessee and Bijou Theatres in downtown Knoxville, Tennessee. The AFM ensures excellence and continuity in building operations, utility services, and maintenance service contracts. The AFM assists in overseeing all contracted and part-time personnel, participates in creating and monitoring operational and capital budgets, as well as completing other tasks necessary to ensure both theatres are fully functional, safe, clean, and code-compliant facilities.

The Assistant Facilities Manager reports to the Bijou Theatre Executive Director and works closely with the Tennessee Theatre Facilities Manager, and with both Theatres' managers and technical staff. After appropriate training by the Facilities Manager, the AFM will assume leadership of all duties and responsibilities at the Bijou. The AFM position is full-time with flexible hours. The division of time between the Bijou and Tennessee theaters is roughly 50%: 20 hours weekly at the Bijou and 20 hours weekly at the Tennessee, with weekly adjustments as approved by the Bijou ED. Working evenings and weekends is sometimes required, along with being on call after work hours.

### **Responsibilities at Bijou Theatre:**

- Ensure the facility is maintained to a high standard, including full compliance with codes/regulations, health and safety requirements
- Supervise and coordinate the work of contractors, including general building, mechanical and electrical, fire alarm systems, lift maintenance, pest control, security systems, emergency light testing & inspections, waste management, utilities, and any other maintenance requests, closely monitoring progress to ensure quality and completion of work
- Develop, implement, and monitor all procedures related to periodic maintenance, servicing, and inspection of equipment including HVAC, plumbing fixtures, sewage systems, electrical fixtures and circuitry, pumps, motors, elevators, related instruments/controls, etc.
- Supervise the custodial contractor and maintain stock and inventory of cleaning and janitorial supplies
- Prepare and maintain a planned and preventative maintenance schedule that anticipates and incorporates future developments with the building's infrastructure, finishes, fixtures, and décor
- Ensure optimum performance of all IT systems and hardware, including telephones
- Ensure completion of ongoing regular maintenance, such as changing HVAC filters and light bulbs; minor plumbing, electrical, and carpentry projects; minor emergency repairs, etc.
- Work with Executive Director to develop annual operations and capital budgets; ensures effective use of human, fiscal, and physical resources
- Work with Executive Director to execute capital grant projects within projected timeline and provide financial and fulfillment reporting requirements in a timely manner
- Communicates effectively with external entities such as city departments, neighboring building owners/managers, and others as required
- Inventory and monitor Furniture, Fixtures, and Equipment (FF&E) and makes recommendations on repairs, replacements, or upgrades
- Other duties as assigned

**Responsibilities at Tennessee Theatre:**

- Assist and support the Facilities Manager as assigned, including but not limited to:
  - Complete/coordinate periodic inspections of building systems and equipment
  - Complete/coordinate and submit required reporting to external parties
  - Complete/coordinate regular/recurring maintenance and janitorial duties, minor/emergency repairs, etc.
  - Fulfill requests for meeting room or special event set-up, such as moving and arranging tables, chairs, lecterns, risers, etc.
  - Oversee part time janitorial staff and ensure satisfactory completion of duties
  - Participate in departmental and building-wide meetings as requested
  - Substitute for Facilities Manager in case of illness, vacation, etc.

**Requirements:**

- High School Diploma or GED required; 2-year community college or trade school degree preferred
- Minimum 3 years of experience in relevant/related field
- Excellent carpentry and painting skills
- Basic knowledge of computer word processing, spreadsheet, and internet usage
- Solid written/verbal communication skills with internal staff and external constituents
- Ability to analyze, interpret and prioritize information
- Ability to oversee and delegate to contractors and vendors
- Working knowledge of electrical and plumbing trades
- An appreciation and understanding of historic architecture and its preservation, restoration, and rehabilitation is a plus

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand for long periods of time (5+ hours); walk; climb stairs and ladders; use hands to finger, handle or feel; reach with hands and arms; talk and hear at normal conversational levels; operate manual and power tools. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. This employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds (with assistance if necessary.) Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment:**

The noise level in the work environment is usually moderate, but with occasions where noise levels exceed normal limits and ear protection may be required. Temperatures can vary from location to location, with some duties being held outside. Strobe lights are sometimes used in the facility.

**Salary/Benefits:**

Salary is commensurate with experience and includes a competitive benefits and vacation package.

**To Apply:**

Interested candidates should send a cover letter and resume formatted in PDF to [jobs@tennesseetheatre.com](mailto:jobs@tennesseetheatre.com) No phone calls or visits. Not all applicants will be contacted.