



PRESIDIO THEATRE PERFORMING ARTS CENTER

POSITION DESCRIPTION

Position Title: Facilities Manager

Schedule: Full-time, Exempt (non-union)

Supervision: Director of Operations and Community Relations

Last Revised: Oct 2021

ABOUT THE PRESIDIO THEATRE

In September 2019 the revitalized Presidio Theatre re-opened its doors in San Francisco's Presidio National Historic Landmark District. Vacant since 1995, the building was rehabilitated into a high quality and affordable multipurpose space for live theatre, cinema, dance, music, lectures, educational programming, and special events. The Theatre is a Silver LEED certified historic landmark.

The mission of the Theatre is to ensure that the magic of live performance is accessible to the entire community. By reawakening an architectural jewel in the Presidio and creating a professionally run venue that reflects the rich diversity of the Bay Area, the Presidio Theatre encourages artists to grow and flourish.

The beautifully restored theatre also mitigates a crisis facing performing artists in the Bay Area who are being displaced by the high cost of living, creating a permanent home where artists and audiences can find belonging and authentic connection.

ABOUT THE POSITION AND YOU

The Facilities Manager is a vital supportive member of the small Presidio Theatre team. With primary responsibility for the Theatre's building maintenance and relationships with vendors, the Facilities Manager supports the Director of Operations and Community Relations with regular maintenance matters involving the air handler and boiler, irrigation, security camera and intercom, elevator, building lighting, and pest control. To thrive in this role, you are an experienced and entrepreneurial professional who:

- knows best practices and understands that high integrity work is critical to a nonprofit organization's mission;
- is organized, proactive and flexible, detail oriented with outstanding follow through;
- has awesome interpersonal skills and a customer service-orientation;
- able to work independently as well as with teams;
- has a positive can-do attitude.

PRIMARY RESPONSIBILITIES

- Works with vendors to ensure building maintenance is done well and efficiently.
- Monitors the safety and cleanliness of the building and grounds and ensures sufficient resolution of any issues.
- Performs routine maintenance on facilities and makes repairs as needed.
- Schedules routine inspections and emergency repairs with outside vendors.
- Responds to on-demand facilities issues as they arise.
- Creates reports on maintenance, repairs, and safety for supervisors and other relevant staff.
- Ensures Presidio Theatre is up to speed on the latest COVID-19 guidelines and protocols.
- Completes other duties as assigned.

QUALIFICATIONS

Required

- Demonstrated success in a Facilities Managerial role.
- Project management and oversight of experts' work when on site through completion.
- Capacity to lift heavy equipment and stand or walk for long periods of time.
- Proven time management, organization, and prioritization skills.
- Ability to problem-solve, demonstrate sound judgment and maintain confidentiality.
- Strong verbal communications skills to build relationships with colleagues or vendors.
- Outstanding relationship building with a value around long-term partnership and the ability to build trust and rapport with diverse stakeholders.
- Clean background check.

Preferred

- At least three years in facilities management.
- Handyman skills (proficiency with repair tools and techniques).
- Familiarity with LEED certification and historic landmark status.

COVID COMPLIANCE

In accordance with the City and County of San Francisco, and for the safety of all Presidio Theatre workers, performers, and patrons, all employees must provide proof of full vaccination and comply with masking mandates and distancing practices.

PHYSICAL DEMANDS

The physical demands of the work described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the Facilities Manager is frequently required to be actively moving for long periods of time while monitoring the building, making minor repairs, or instructing vendors. The Facilities Manager may be required to lift up to 50 lbs. Safety equipment will be provided to perform the duties of this job safely. Reasonable accommodations will be made to enable individuals with disabilities to perform the job's essential functions.

COMMITMENT TO RACIAL EQUITY, DIVERSITY AND INCLUSION

At the Presidio Theatre, we believe outstanding people are the key to our success. We value diversity in all its forms (background, experience and perspective) and are committed to the values, principles and best practices in racial equity, diversity and inclusion. These values, principles and practices are essential to our mission and are reflected in how we operate, including search and hiring processes, promotion and professional development. Presidio Theatre is an equal opportunity employer.