



CACHE VALLEY CENTER FOR THE ARTS

BULLEN CENTER ♦ ELLEN ECCLES THEATRE ♦ THATCHER YOUNG MANSION

POSITION ANNOUNCEMENT

FACILITY MANAGER

Salary: \$28,000 to \$40,000, based on training and experience

Status: Full time exempt salaried

Benefits: Health insurance, 401K, annual leave, sick leave, paid vacations and holidays

Schedule: Frequent nights and weekends required

POSITION SUMMARY

The Facility Manager is responsible for all physical aspects of the campus consisting of the Bullen Arts Center, Thatcher-Young Mansion and Ellen Eccles Theatre; maintains and operates the facility in compliance with applicable codes and regulations, in an attractive and fully functional condition, giving priority to the safety, comfort and convenience of its patrons; and oversees capital projects as required. The Facility Manager is part of the senior management team and reports to the Executive Director.

AREAS OF EMPHASIS

The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

- Keep maintenance equipment and supplies in good condition. Establish an inventory of spare parts, materials, and supplies to facilitate maintenance activities. Recommend additional equipment acquisitions as the needs arise. Establish and maintain a shop area for facility upkeep.
- Provide rough and finish construction to achieve equipment and facility improvements; do upkeep and repairs as required.
- Maintain all facility lighting including lamp replacement; maintain emergency generator, marquee sign and motors; correct any electrical malfunctions.
- Keep sidewalks and passageways clean and clear of snow or debris. Maintain windows in good condition and replace broken glass; keep exterior wall surfaces and roofs in good condition; assure that all exterior lighting is functional. Keep grounds (lawns, flower beds, trees) aesthetically pleasing, green and trash free.
- Monitor the condition of tables, chairs, coat racks, and any other items of furnishings. Clean, repair, and refurbish as needed. See that entry mats are properly placed and maintained. Keep brass clean and polished. Keep all surfaces well dusted.

- Maintain all occupied areas at a comfortable temperature, with due regard to cost control; practice preventative maintenance, inspect equipment per written schedule, and make repairs. Monitor external interfaces such as air intakes and canal water intake/outlet. Maintain theatre boiler, air handlers and pumps. Assure proper operation of heating and cooling control system.
- Keep all internal and external door hardware in good condition. Re-key as needed to maintain security. Keep the two external lockboxes current for Fire Department use. Code theatre doors and change combinations for security as needed.
- Maintain all mechanical devices and systems, including the fire sprinkler systems, kiln movable partitions, ceilings and elevators. Periodically inspect the attics, railings, and fire escapes. Provide upkeep of the Bullen Center's kitchen appliances.
- Keep all painted surfaces in good repair and attractive in appearance. Keep paint and painting supplies well organized and ready for use.
- Maintain basins, sinks, toilets and urinals in good operating condition. Inspect and maintain water heaters and drinking fountains; clear any clogs immediately and assure that inside and outside drains are kept clear.
- Maintain all public areas of the facility in clean and presentable conditions. Theatre public areas include the auditorium, lobby, mezzanine, promenade, stairways, and restrooms. Bullen Center public areas are the Carousel Room, meeting and classrooms, halls, stairways, and restrooms. Thatcher-Young Mansion public areas are the gallery, offices, classrooms, guest rooms, hallways, restrooms, and stairways.
- Assure cleanliness of the theatre, dressing rooms, green room, custodial and other non-public areas, and the Bullen Center's offices, kitchen and break room. Keep hallways and storage areas free of clutter.
- Organize equipment and supplies in the various rooms designated for custodial use. Maintain proper inventory levels of cleaning supplies and paper products. Arrange for the economical purchase of these supplies.
- Assure safety of people and property. Assure only authorized personnel gain access to non-public areas of the facility. Perform lock-up, assure that roof hatches are secure, and issue keys as ordered by the Executive Director. Provide first-aid kits in easily accessible areas and keep them stocked. Schedule regular fire and life safety classes for all employees. *Obtain and keep current CPR and first aid certifications.*
- Provide chairs, tables, railings, room dividers, stairs, performance lighting, sound systems, microphones, etc., in prescribed arrangements. Assure that these items are arranged by self or building representatives as required by the Center's schedule. Make adjustments to rates charged and decisions on refunds/cleaning/damage deposits. The theatre has occasional need for set-up of wheelchair ramps and merchandise/concession tables.

- Occupy seat on the Facilities Committee, and when requested, schedule monthly meetings, prepare agenda, record and distribute minutes.
- Help house manager on show nights. Set up parking signs and cones, stock restrooms; maintain comfortable theatre temperatures for performers and audience.
- Maintain phone system. Keep walkie-talkies charged and ready for use.
- On-call 24 hours/seven days per week as first response to fire and burglar alarms. Investigate cause and coordinate police/fire department involvement. Clean and maintain detectors. Train staff on proper care and usage of fire systems.
- Monitor alarm systems and change programming as necessary. Distribute access codes, and authorization levels to staff and teachers.
- Track and record all expenses.
- Coordinate parking needs. Enforce CacheArts parking policies.
- Perform insect, rodent and pigeon control.
- Maintain lawns, trees, flowerbeds, and sprinkler systems.
- Prepare theatre for summer opera season. Meet with Utah Festival Opera and Musical Theatre (UFOMT) representative to coordinate usage and special needs, distribute and collect keys and codes.
- In coordination with CacheArts Technical Director:
 - Inventory control, keep ongoing file and tag all new acquisitions.
 - Update and track capital improvement projects and costs involved.
 - Continually look for and implement methods to cut costs and increase profits.
- Other duties as assigned.

QUALIFICATIONS

High School diploma or GED required. Background check and drug test required. Be able to work with, supervise and monitor building representatives, security personnel, contracted help, and other providers of needed and authorized services. Have familiarity with construction and maintenance trades, and proficiency in at least one of them. Have the ability to organize his/her own and the building representatives' activities. Have good work habits, be self-motivated, and demand high standards of quality in his/her own and subordinates' work. Be able to work in a team environment and keep cool in occasionally hectic, stressful situations. Have the ability to accommodate patrons, teachers, and renters' needs and requests. Be able to work independently and coordinate multiple projects and take direction. Five years' experience in equivalent or comparable positions desired.

AUTHORITY AND ACCOUNTABILITY

This person reports to the Executive Director, and directly supervises building representatives.

COMPENSATION

The compensation package includes a full time salary range of \$28,000 to \$40,000 depending on experience. CacheArts also offers an annual sick and vacation leave policy, retirement benefits and a health insurance plan.

APPLICATION PROCEDURE

Position is open until filled. Submit letter, resume, and three professional reference names and phone numbers by mail or email below. No phone calls please.

MAIL

Cache Valley Center for the Arts
Facility Manager
c/o Wendi Hassan, Executive Director
43 South Main, Logan, UT 84321

EMAIL

info@cachearts.org

ABOUT THE CENTER

The Cache Valley Center for the Arts is an independent nonprofit organization that manages three Logan City owned facilities, the Ellen Eccles Theatre, Bullen Art Center and Thatcher-Young Mansion. We are a venue for performances (about 100 per year), a home for arts education (over 11,500 participants a year), a marketplace for artists (\$1.8M in tickets, registrations and art sales annually), a gathering place for the community (111,000 patrons a year), an arts incubator nurturing creative entrepreneurs (providing fiscal sponsorship, back office support and mentorship), and an anchor organization for the grassroots Cache Valley Arts Summit (a network of more than 20 arts organizations who have been meeting for over a decade to coordinate calendars, share best practices, nurture our rich arts ecosystem and pursue common goals).

We program an annual series of nationally touring performing artists and connect them to the community through education and outreach events (CacheArts Presents). The theatre maintains a busy rental schedule and is also home to many resident companies including Utah Festival Opera and Musical Theatre, Music Theatre West, Cache Theatre Company, Cache Valley Civic Ballet, Valley Dance Ensemble, Pickleville Playhouse, Enlight Ballroom and Dance Source.

Arts education offerings include a multidisciplinary summer art camp, ceramics and visual arts classes. We provide fiscal sponsorship and backoffice support for Logan Youth Shakespeare and New Horizons Orchestra and a cooperative Artist's Gallery. Resident companies include Music for the Small and Tall, Unicorn Theatre, Hatch Academy of Music and Magic, Valley Dance Ensemble, musicians who maintain studio space and culinary artists who rent our commercial kitchen.

CacheArts was formed as the Capitol Arts Alliance in 1989. It renovated the 1923 Capitol Theatre, renaming it the Ellen Eccles Theatre upon re-opening in 1993. CacheArts also renovated contiguous space into the Bullen Center, with 20,000 square feet of arts space on three levels. The adjacent historic Thatcher-Young Mansion was renovated and re-opened in 2002, to house the separate Alliance for the Varied Arts (AVA). In 2010 AVA requested a merger of its arts programs into the Center's operations which was accomplished, and AVA subsequently closed. CacheArts works with all local arts groups in a cooperative manner and has been designated the Local Arts Agency for both the City of Logan and Cache County.

The theatre, arts complex and Mansion are owned by the City of Logan, which provides a management agreement with CacheArts to operate and maintain the facilities. The 1100 seat Ellen Eccles Theatre can accommodate a broad range of programs including drama, opera, music, popular programs, and special events. The Ellen Eccles Theatre is one of four venues in Logan's Historic Theatre District.

The Center's Facility Endowment Fund of approximately \$1 M and the CacheArts controlled Wasatch Logan Arts Foundation with approximately \$5.M in value provide funding for facility maintenance and operations. The Center is in phase two of a capital campaign to reinvest in systems a quarter century after a loving community driven remodel and after hosting more than 1.4M audience members. The Center's website is www.CacheArts.org.

LOGAN AND CACHE VALLEY

Logan is a growing, thriving community of approximately 50,000 nestled in the heart of beautiful Cache Valley with a population of 120,000 and surrounded by mountain ranges. Located 90 miles north of Salt Lake City, Utah, home of the 2002 Winter Olympics, it boasts an exceptionally high quality of life. Residents and visitors enjoy many of the cultural benefits of larger cities while maintaining a friendly rural atmosphere. Logan is the home to Utah State University, a nationally accredited land grant University that provides excellent educational opportunities as well as a host of civic, cultural and sporting activities. Numerous recreation opportunities are available with ample access to boating, hunting, fishing, hiking, Nordic and Alpine skiing, and camping, all within minutes' drive from downtown. For more information on the area see: ExploreLogan.com or CacheChamber.com.