

Facilities Manager

Acorn Center for the Performing Arts (The Acorn)

Job Description

The Acorn Center for the Performing Arts is searching for a qualified Facilities Manager to work alongside the Director of Operations and maintenance staff, to ensure our building is clean, safe, and well maintained. Duties include running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records, and supervising facilities staff. Our ideal candidate is well-versed in facilities management processes and exhibits high multitasking and organizational abilities.

Reports to: Director of Operations

Job Status: Part-time Employee

Responsibilities

- Oversee building and grounds maintenance.
- Oversee custodial personnel.
- Maintain and order custodial supplies and maintenance items.
- Supervise facilities staff and communicate with external contractors and vendors.
- Oversees and supervises the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively.
- Handle vendor and contractor insurance contracts, waivers, and W-9s.
- Keep building and all facilities up to code and accurately follow maintenance protocol.
- Schedule, perform and support routine maintenance on equipment and facilities as needed.
- Attend Building & Grounds Committee meetings.
- Work with B&G Committee, Architects and Contractors to implement capital improvement project.
- Checks completed work by contractors and vendors.
- Work with Director of Operations in preparing project budgets and tracking project costs.
- Work with staff to explore, expand and promote growth in Private Event Rentals.
- Oversee Airbnb Loft apartment, including managing calendar, rental rates, maintenance, cleaning staff, and guest communications.

Skills and Qualifications

- Mechanical and plumbing skills a plus.
- Knowledge of HVAC and other building systems a plus.
- Ability to lift heavy objects and perform other labor-intensive tasks.
- Excellent time management and multitasking skills.
- Basic understanding of accounting and finance principles.
- Great leadership and problem-solving skills.
- Communication skills.
- Ability to operate machinery and power tools.
- Ability to ascend, descend and use ladders, ramps, scaffolding and the like.

Experience and Qualification Requirements

- CFM, BA in Facilities Management or Engineering preferred.
- 3-5 years' experience in a related field.

- Demonstrated interest in entertainment venues and/or nonprofits a plus.

The Acorn is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria.

Covid 19 Policy

The Acorn follows all CDC recommended guidelines and requires all employees to be fully vaccinated.

To apply send an email with your CV to acornops@acornlive.org or call The Acorn at 269.756.3879.