

Effective: 04/17/2024



The Palace Performing Arts Center:

We are a non-profit, 501(c)3 organization that takes a leadership role in making arts & culture available in the Capital City and surrounding region. PPAC operates the historic Palace Theatre, a 2,800-seat grand cultural and entertainment venue, the largest of its scale in Northeastern New York and neighboring New England. The Palace Theatre, built in 1931, maintains its original beauty and design and is an historical landmark in the City of Albany. Each season, PPAC ensures that the Palace Theatre plays host to some of the most prolific artists and beloved shows touring today. Capital Region audiences are treated to a broad array of entertainment, including the best in concerts, stand-up comedy, classical performances, films, community events and more.

We are recruiting to fill the position below:

FACILITIES ASSISTANT

Position Summary:

As a primary member of the facilities team, the Facilities Assistant is responsible for the physical, mechanical, and regulatory aspects of the day-to-day operations and long-term preservation of the historic Palace Theatre building. Perform and supervise tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and ensure high-quality, successful event operations through interdepartmental collaboration and coordination. Have a clear understanding of acceptable business practices in relationship to facilities. This incumbent will be on-site for a minimum of 40 hours a week determined by the needs of the building. Flexible schedule required and will start between \$38K-40K with a 90-day probationary period.

Reports to:

Director of Facilities and Operations

FLSA Status:

Full Time; Salaried (Non-Exempt)

Qualifications:

- 2-3 years of experience in a Facilities capacity
- Experience working in a theatre or similar venue is a plus
- Ability to maintain good attendance is a condition of employment and a function for this position
- Non-profit experience a plus; strong preference will be given for someone who has operated in a fast-growing environment with limited budgets and resources
- Keen interpersonal skills are preferred; strong preference will be given for someone who has demonstrated positive customer service and hospitality skills
- Ability to work independently but work effectively as a team player by collaborating with full/part time staff, volunteers, vendors, patrons, and service contractors
- Strong work ethic with a professional, resourceful style that includes a predilection for time management
- Ability to prioritize and manage multiple tasks and projects at one time with a proven level of productivity, accuracy, and quality
- Ability to effectively supervise, lead, and direct custodial staff and operations team in prioritizing and completing necessary tasks to always maintain building cleanliness and show readiness
- Ability to create and manage custodial & operations team schedules, as needed
- Proficient use in computer applications; Priority will be given to users of Microsoft Office
- Proven experience in communicating and managing personnel
- Must be able to establish and build relationships to maximize resources and support for the betterment of the theatre
- Maintain a valid NYS driver's license for the type of equipment to be driven, with no serious violations

Responsibilities:

- Assist the Director of Facilities & Operations in taking an active role in planning and leading effective operations of all Palace events.
- Oversee the day to day custodial staff and collaborate with outside vendors to ensure theater is fully clean and ready for shows, walk-throughs or any other event that may be in the theater
- Work with Front of House Manager to ensure an orderly, positive experience for patrons attending events
- Work with Operations Manager to identify staffing opportunities; train, schedule and manage all ushers, bartenders, concessioners, and volunteers
- Propose new ideas to improve the event planning and implementation process
- Work related to the maintenance of the building including but not limited to HVAC, plumbing, electrical, custodial and security
- Assist with small repair and maintenance projects/paint

- Move furniture and equipment
- Clean debris and dust from the assigned areas
- Use specialized equipment such as blowers and mowers to perform cleaning duties
- Perform both major and minor repair work around the building such as repairing locks and installing windows
- Remove signs of graffiti from walls and windows
- Inspect electric wiring and replace bulbs and capacitors as needed
- Inspect company equipment for potential problems and report findings
- Take measures to perform maintenance on sanitary and mechanical systems of buildings
- Collect waste from bins and ensure proper waste management procedures are performed
- Provide a weekly status report on any on-going and pending projects
- Ensure compliance and implementation of policies as they relate to facilities
- Provide general snow removal, lawn maintenance, and landscaping as needed
- Attend all staff, operation and safety meetings
- Any additional directives from management deemed pertinent to day-to-day operations
- Ensure all tasks are done with a high standard of work but with all safety requirements met

Physical Demands:

- The employee will often stand; walk, reach with hands and arms, and frequently climb stairs
- The employee will frequently be required to verbally interact and listen attentively
- The employee will be required to lift in excess of 50 pounds
- Ability to see small objects at close range
- This is a physically demanding position which may require the ability to bend and/or twist the body, kneeling, crouching, stooping, and/or reaching
- Occasional use of ladders or scaffolds and the ability to confidently use them for climbing heights

Resource Management Skills:

- **Time Management**
Ability to use time productively and efficiently while also managing that of supporting staff
- **Management of Personnel Resources**
Motivating, developing, and directing supporting staff to perform optimally
- **Management of Financial Resources**
Ability to allocate funds appropriately for theatre upkeep, and maintain accurate records of expenditures to be submitted to the accounting department
- **Management of Material Resources**
Obtaining and monitoring the appropriate use of equipment, facilities, and materials needed for specific job-related functions

Computer Skills:

- Incumbent must be fully versed in all applications on Microsoft Office

Tools and Software:

- Laptop & Notebook computers
- Photocopiers & Scanners
- Special purpose telephones or radios
- Database user interface and query software
- Email, graphics, or photo imaging software
- Drain and/or pipe cleaning or maintenance equipment
- Power tools such as drills and saws
- General tools, such as hammers, wrenches, and screwdrivers
- Maintain a clean work area with the use of, but not limited to: broom, dust pan & brush, dry mop, latex gloves, and wet floor signs. Various cleaning agents: window cleaner, disinfectant cleaner, furniture polish, SOS pads, microfiber dusters

I agree by signing below that I have received a copy of and that I understand the wording of this job description.

Printed Name: _____

Employee Signature: _____

Date: _____