

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

JOB TITLE: Facilities Technician
DEPARTMENT: Facilities/General Management
REPORTS TO: Manager of Facilities
PREPARED DATE: October 15, 2021
CLASSIFICATION: FLSA: Hourly, Part-time, Non-Exempt
SALARY RANGE: \$17-24 / hour

MISSION STATEMENT

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity, and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

An active member of Dallas Theater Center's General Management Team, the Facilities Technician is responsible for assisting the Manager of Facilities in facilitating and executing the major functions of Potter Production Studio; including, but limited to: preventative maintenance of a multi-venue performing arts organization, managing projects through completion, and becoming the main facilities representative for Potter Production Studios.

This is a part-time, non-exempt position. This position is not eligible for DTC-sponsored benefits. Some nights and weekends will be required as needed.

KEY RELATIONSHIPS

- Manager of Facilities
- General Manager
- Assistant General Manager
- Production Department Heads
- Outside vendors/contractors

ESSENTIAL DUTIES

- Executing both internal and external work orders for Potter Production Studio by troubleshooting issues and implementing solutions
- Implementing projects for Potter Production Studio by recommending projects based on facility needs, requesting and evaluating bids from third party contractors, assessing budget implications, and managing projects through to completion
- Tracking purchase orders and other departmental paperwork

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- Assist in monitoring all work being performed by outside contractors
- Complete grounds work which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds and other areas
- Occasional building cleaning; may include vacuuming, trash pick-up and bathroom stalls.
- Alerting the Facilities Manager of any unusual occurrence and/or damage that has taken place or that may occur
- Maintain a professional and courteous manner with all fellow employees and contractors
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines
- Responsible for 24-hour emergency maintenance service, as needed
- Performs work in a manner that is consistent with DTC's Mission, Vision, and Values; including DTC's commitment to Equity, Diversity and Inclusion
- Maintains safe working conditions in keeping with DTC health and safety guidelines and COVID19 Response Protocols.
- Other duties as assigned

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Must be self-motivated, demonstrate strong organizational skills and proven attention to detail
- Ability to multitask and prioritize multiple projects efficiently, following them through to completion, required
- Must demonstrate strong time-management skills and the ability to work independently
- Must be able to demonstrate the ability to listen and work well with varying staff (both inside and outside the department)
- Moderate troubleshooting, repair, and maintenance skills, required
- Must be able to stand or sit for extended periods of time, as required
- Basic knowledge in plumbing, electrical, HVAC, and trucking, as required
- Basic computer skills, preferred

PHYSICAL REQUIREMENTS:

- Able to sit, stand, and squat for extended periods.
- Able to lift up to 75lbs.
- Able to work quickly in a dynamic and fast-paced environment.
- Able to comfortably work in dim/dark environments. Work in enclosed spaces may be required.

EDUCATION AND EXPERIENCE REQUIRED:

- An equivalent combination of education and work experience, typically acquired through undergraduate work and three to five years' experience in the area of facilities, maintenance and/or operations
- Experience working in a theater environment, preferred

COVID19 REQUIREMENTS:

- Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols
- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

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Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

HOW TO APPLY:

Please send résumé with references and a cover letter to hr@dallastheatercenter.org with **Facilities Technician** in the subject line.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.