

## THE LAGUNA PLAYHOUSE – Assistant Facilities Manager



<b>Reports to:</b>	Director of Facilities Operations
<b>Position Status:</b>	Full time, Regular, Non-exempt
<b>Salary:</b>	\$40,000 plus Applicable Overtime Payments
<b>Benefits:</b>	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
<b>Application:</b>	Cover letter must accompany resume submission

**About Us:** Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Assistant Facilities Manager. Reporting to the Director of Facilities Operations, the Assistant Facilities Manager will be responsible for assisting with all Playhouse building maintenance.

**About the Position:** The Assistant Facilities Manager will support the agency's physical plant improvement and maintenance efforts. An integral part of the facilities team, the Assistant Facilities Manager will perform building repairs, maintenance and light janitorial services for the theater, administrative offices and apartment condos, ensuring the facilities remain a safe and healthy environment for staff, patrons, and visitors.

**About the Culture:** The person most successful in this position will be a well-organized, detail oriented individual dedicated to helping take the facilities function of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly! The Laguna Playhouse is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

### Qualifications:

- Experience safely operating power tools.
- Ability to work independently.
- Must have previous maintenance work experience.
- Must be organized and detail oriented.
- Current CA driver's license and clean driving record.
- Able to interact positively across departments.
- Ability to communicate effectively, both verbally and in writing.
- Dependability.

### Responsibilities:

- Assist Director of Facilities Operations with building repairs and maintenance.
- Properties include theater, administrative offices, condos and other properties.
- Perform a variety of semi-skilled manual tasks, including basic carpentry, painting, special events set up.
- Make pick-up/deliveries as needed for repairs and maintenance.
- Light janitorial duties.
- Other duties as assigned.

### Physical Requirements of the Position:

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Assistant Facilities Manager

Cover letter must accompany resume submission

[hr@lagunaplayhouse.com](mailto:hr@lagunaplayhouse.com)