



## ODC Facilities Associate

### Background:

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for 50 years.

ODC owns and maintains two facilities:

1. The ODC Dance Commons, a 23,000 sq. ft. facility with five studios, performance and office space, a healthy dancers clinic and large community commons space;
2. The ODC Theater, a 13,250 sq. ft. building with a dedicated theater space, backstage area, three studios, a theater lobby and public gallery space, and a café (operated by an independent tenant). ODC also rents and operates an off-site storage space on Capp Street.

### Position Summary:

The Facilities Associate reports to the Facilities Director and plays an important hands-on role in ensuring the smooth and efficient operation and maintenance of all building systems, building infrastructure, grounds and building exterior and architectural elements. The position regularly works alongside ODC staff and outside contractors, and assists the Facilities Director with fielding, responding to and resolving staff and outside user requests for repairs and other maintenance issues.

The Facilities Associate is a part-time (up to 20 hrs/wk) non-exempt hourly position working Friday - Sunday and reporting directly to ODC's Facilities Director. The main purpose of this schedule for the role is to provide coverage during the campus's robust weekend schedule of classes and activities, and to serve as the primary point of contact for the Facilities team on Saturday and Sundays. Total hours per week may not exceed 20 hours without prior written permission from the Facilities Director.

### Roles and Responsibilities:

- Performs corrective and regular, preventive maintenance for building systems.
- Performs maintenance and cleaning of building structures, permanent interior elements & grounds and exterior elements.
- Assists in maintaining cleanliness and order of public areas between janitorial services and assists with management and oversight of janitorial crews/contract.
- Responsible for the timely completion or resolution of all assigned facilities repair requests, including assessing or resolving issues with ODC's phone, voicemail, security, fire control, electrical, plumbing and HVAC control systems.
- Consistently documents the conditions and standards required to properly maintain all building systems, structures, equipment, and other related assets.
- Evaluates and reports inventories of supplies needed to maintain the facilities systems and equipment.

### Required qualifications

- Must be over 21 years of age and eligible to work in the US.
- Based in proximity of the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street and 3153 17th Street, San Francisco, CA 94110).
- High school diploma or equivalent preferred.
- 3-5 years of professional maintenance or facilities experience.
- Excellent maintenance problem-solving techniques.
- Ability to set objectives, manage, and evaluate projects through to completion.
- Extensive customer/vendor relations experience.
- Excellent communication skills (verbal and written).
- Ability to work independently as well as a member of a team.
- Effective organization, time management, multitasking and attention to detail.
- With notification in advance, must be able to be on call after-hours.
- Hold a current California driver's license for transporting supplies when needed.
- Comfortable working with a full range of age groups and with people of all backgrounds and abilities in a dynamic, culturally diverse dance environment.
- To safeguard the health and well-being of our employees and clients ODC requires the following steps regarding Covid 19 vaccination. All employees must take all necessary steps to be fully vaccinated as defined by the city and county of San Francisco as a condition of employment, unless a reasonable accommodation is approved.

### Physical Requirements and Work Environment

- Work is performed in an office and performing arts facilities setting.
- Must be able to use tools that require wrist and hand movements.
- Must be able to maintain crouching and bending positions for extended periods of time.
- Must be able to use power tools.
- Working on ladders, sometimes above 12 feet in height.
- Must be able to lift and carry 50 lbs.

## Compensation and Benefits

The Facilities Associate is a part-time (up to 20 hrs/wk) non-exempt hourly (eligible for overtime) position.

- \$28 - 32/hour DOE
- Work Schedule: Friday - Sunday
- Sick time accrued as hours worked.
- Complimentary tickets available for ODC theater events and ODC performances.

## To Apply:

- Please email to: HR@odc.dance:
- Resume
- Cover Letter
- Reference “**Facilities Associate**” in the subject line.
- This is at a non-profit organization. Must be eligible to work in the US. Applicants from diverse backgrounds are encouraged to apply.

**No phone calls please.**

**Principals only. Recruiters; please don't contact this job poster.**

**Please do not contact job poster about other services or products.**

*At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.*