



ODC Facilities Administrator

Background:

ODC is a ground-breaking contemporary arts institution: a world class dance company, a community theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for more than 45 years, our programs and activities have contributed to community development, arts education, and access to creative art-making. ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training and mentorship.

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 12,000 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 Administrator works with outside contractors and vendors, supervises the Facilities Associate and Studio Rentals Coordinator, and is responsible for development and implementation of short and long-range planning as well as day to day operations and maintenance of building systems for all ODC facilities, including building structures, permanent interior elements, grounds and exterior elements as well as for ODC's fire control, electrical, plumbing and HVAC control systems. The role works closely with ODC's Director of Finance and Administration, Production Manager and other senior team leaders to oversee and coordinate security measures and the management and direction of outside vendors providing ODC's IT Administration and Janitorial services.

The position develops plans for and oversees implementation of calendared capital projects, including setting priorities, budgeting, requesting proposals, and evaluating bids in coordination with the Executive Director and the Director of Finance and Administration. The position plays a primary role in fielding, prioritizing and assigning staff and contracted vendors to address daily user requests for repairs and other maintenance issues from ODC staff and tenants.

The Facilities Administrator is a Full-time, 40 hour—per/week, exempt position, reporting directly to ODC's Executive Director.

Essential duties and responsibilities:

- Monitors and evaluates performance of building systems for all ODC facilities, including building structures, permanent interior elements, grounds and exterior elements as well as for ODC's fire control, electrical, plumbing and HVAC control systems. Oversees contracted vendors providing ODC's IT Administration (including phone systems) and security as well as janitorial services.
- Assists in the development and management of building operations, maintenance and capital improvement/repair budgets for both campus facilities; and reports issues and concerns regarding fiscal matters to the Executive Director, Director of Finance and Administration, the Production Manager and other senior staff as appropriate.
- Coordinates, contracts, assigns and/or performs the corrective and preventive maintenance for these elements and systems, ensuring the timely completion of all facilities-related repair and maintenance requests.
- Consistently documents the conditions and standards required to properly maintain all building systems, structures, equipment, and other related assets.

Staff supervision

- Supervises the Facilities Associate.
- Supervises the Studio Rentals Coordinator.
- Schedules, evaluates and manages contracted IT and janitorial staff, ensuring the cleanliness and order of public areas.

Required qualifications

- Must be over 18 years of age and eligible to work in the US.
- Bachelor's degree or higher educational certification preferred.
- 3-5 years of professional facilities experience.
- Excellent communication skills (verbal and written).
- Skilled in basic IT including experience/proficiency in Microsoft Office Suite, Google Suite, basic networking and website maintenance.
- Ability to work independently as well as a member of a team.
- Ability to delegate responsibilities and duties to regular vendors, Facilities Associate or Work Exchange volunteers.
- Ability to set objectives, manage, and evaluate projects through to completion.
- Extensive customer/vendor relations experience.
- Must be able to be on call after-hours and on weekends.
- Effective organization, time management, multi-tasking and attention to detail.

Physical Requirements and Work Environment

- Work is performed in an office and performing arts facilities setting.
- Work is primarily performed sitting, standing and walking.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Must be able to lift and carry 25 lbs.

To Apply:

- Please email resume and cover letter with salary requirements to: HR@odc.dance
- Reference "Facilities Administrator" in the subject line.
- Note, resumes submitted without a cover letter and salary requirements will not be considered.

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

Please do not contact job poster about other services, products or commercial interests.