



ODC Facilities Associate

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 Associate reports to the Facilities Administrator and plays a key and 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 Administrator with fielding, responding to and resolving staff and outside user requests for repairs and other maintenance issues.

The Facilities Associate is a part-time (20-25hr/wk) non-exempt hourly position, reporting directly to ODC's Facilities Administrator.

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.
- 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 18 years of age and eligible to work in the US.
- High school diploma or equivalent preferred.
- 3-5 years of professional maintenance or facilities experience.
- Excellent communication skills (verbal and written).
- Ability to work independently as well as a member of a team.
- Ability to set objectives, manage, and evaluate projects through to completion.
- Extensive customer/vendor relations experience.
- With notification in advance, must be able to be on call after-hours and on weekends where appropriate.
- 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 50 lbs.

To Apply:

- Please email resume and cover letter with salary requirements to: HR@odc.dance
- Reference "Facilities Associate" 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.