

# THEATRE AQUARIUS

## **Position: Operations and Facilities Manager**

**Compensation:** \$45,000 - \$47,000

**Working Hours:** full-time position. Monday to Friday: occasional evening and weekend work required.

### **About Theatre Aquarius:**

Theatre Aquarius is Hamilton's only professional theatre; our productions entertain, enlighten, invigorate, and challenge our audiences. Theatre Aquarius owns and manages the building at 191 King William Street, which houses the fully equipped 700 seat, proscenium style, Irving Zucker Auditorium and the 125 seat Norman and Louise Haac Studio Theatre which doubles as the Rehearsal Hall. Theatre Aquarius also runs a vibrant theatre school- the Theatre Aquarius Arts Centre located at 191 King William Street- that educates and fosters Hamilton's growing community of theatre professionals. Theatre Aquarius plays a vital role in the community reaching out to underrepresented voices and marginalized communities.

### **About the Position:**

The Operations and Facilities Manager oversees and manages the physical space in and around our buildings: the Main Theatre at 190 King William Street and the Arts Centre at 191 King William Street. The Operations and Facilities Manager hires contractors and outside labourers as needed to keep our buildings compliant, safe and in good working order. The position is also responsible for maintaining a schedule and calendar of events in both spaces, acting as the primary contact for rental enquiries pertaining to the use of our spaces. The Operations and Facilities Manager coordinates with administration and technical staff to successfully execute outside rentals.

### **About the Opportunity:**

The ideal candidate enjoys building relationships with the Hamilton Community through coordinating the use of our spaces. They value accessibility, inclusivity, diversity and thrive in a pluralistic environment. They are also detailed thinkers who can assess and manage the maintenance needs of our buildings to ensure safe and enjoyable use for all.

### **Key Accountabilities:**

- Responsible for venue and space rentals including administration of bookings, contracts, communication, invoice and payments, organizing support staff as necessary. This position will maximize the use/rental of all Theatre Aquarius spaces when not being used by the theatre.
- Maintain the building calendar for both buildings (daily operations and rentals).
- Supervise the recruitment, orientation, training and scheduling of building custodian(s).
- Responsible for the ordering and replenishing of supplies (office, cleaning etc) and materials related to operations.

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- Identify building deficiencies – create plan for short and long terms needs for the spaces.
- Contact and oversee the appropriate contractor(s) to complete the required repairs or maintenance for both buildings.
- Maintain land and parking lot around the buildings by hiring snow removal and landscaping contractors/companies as needed.
- Manage departmental budget.
- Liaise with security company for any issues or emergencies.
- The ability to fix minor repairs is an asset but not required for the position.

## Qualifications:

- Experience managing operations and maintenance of a building.
- Experience working with/booking skilled trades including electricians, building operators, and general maintenance workers.
- Budget management skills, including analysis and reporting.
- Strong organizational abilities including planning, developing, delegating, facilitating and reporting.
- Excellent customer service and communication skills.
- Strong computer software knowledge.
- Knowledge of procurement and contracts
- Knowledge of health, safety and environmental regulations

## Application Process:

Theatre Aquarius values diversity in its workforce and encourages applications from: women; Indigenous people, First Nations, Métis and Inuit persons; black people; members of racialized communities; persons with disabilities; and people of diverse gender identities or expressions. Theatre Aquarius is committed to providing an accessible, barrier-free recruitment and selection process. Please contact us at [SearchCommittee@theatreaquarius.org](mailto:SearchCommittee@theatreaquarius.org) should you require accommodation or if you would like more information regarding our accessibility policies, plans, and programs.

## Application deadline September 30<sup>th</sup>, 2022:

Applications should include:

- Letter of Intent stating your interest in the position, and relevant experience.
- Resume/CV

Applications should be submitted to Executive Director, Theatre Aquarius at [searchcommittee@theatreaquarius.org](mailto:searchcommittee@theatreaquarius.org)