

# **AUGUST WILSON CULTURAL CENTER**

**Pittsburgh, PA**

## **POSITION TITLE: FACILITY OPERATIONS MANAGER**

The African American Cultural Center operates the August Wilson Cultural Center (AWCC), a modern cultural center that occupies a full city block in downtown Pittsburgh. Formerly managed and programmed by the Pittsburgh Cultural Trust (“Trust”), and now managed by a new board and President & CEO, the AWCC continues to engage local and national audiences through its performing and visual arts programming. The AWCC also hosts symposia, a film series, educational classes and is a venue for other local and national and International arts groups. The AWCC has a fully operational, 500-seat theater, two large temporary exhibit galleries, classrooms, a dance studio and ancillary spaces. The annual operating budget is approximately \$6 million.

## **SCOPE AND RESPONSIBILITIES:**

The Facility Operations Manager reports directly to the Managing Director in support of the mission of the August Wilson Cultural Center and the artistic vision of the President/CEO.

The Facility Operations Manager provides leadership and management to the August Wilson Cultural Center in successfully planning and leading daily and long range programs for the effective operation of building systems, energy efficiency, life safety and code compliance, repair and replacement of building components, a comprehensive preventive maintenance program, predictive maintenance, and collaborating on recommending strategic investments in deferred maintenance and capital projects.

This position works together with members of the senior leadership team to sustain a high-performance service culture that promotes sound planning and excellent execution and leads organizational efforts to foster a safe, respectful and diverse work environment that values its people. This position also works closely with local City officials to ensure that facilities meet programmatic requirements and remain compliant.

## **Duties and Responsibilities:**

- Maintain budgets and keep records of all invoices and payments.
- Liaise with and monitor work for all maintenance contractor and vendor relationships. Negotiate contracts to optimize delivery and cost savings. Manage facility database program in tracking all work orders and seeing them to completion.

- Partner with staff on space rentals for theaters and rehearsal studio including scheduling, contracts, and recruiting renters. Liaise with subtenants
- Planning and management of any refurbishments, renovations, and moves to make sure they run smoothly and across all spaces.
- Develop and implement a facility repairs program including preventative maintenance and life-cycle requirements for all building systems.
- Supervise the custodial/housekeeping team, including scheduling and payroll. Manage waste disposal.
- General upkeep and maintenance of buildings to ensure institutional facility compliance with applicable federal, state and local laws, codes, health and safety standards and regulations.
- Coordinate with event staff/Administration on requirements for each production which include emergency action plan, safety training, fire training, HVAC settings, and any necessary event permits.
- Manage telecommunications including phone system repair and phone carrier issues and act as the primary contact with the internet service provider. Work with outside contractor to maintain all IT and office equipment.
- Assess and track required capital improvements to facilities, supervise upgrades and capital construction work

### **Minimum Skills and/or Knowledge Required**

- Interpersonal skills as well as the ability to work well independently
- Strong organizational skills and attention to detail
- Critical thinking skills with creative and technical problem-solving ability
- Excellent spoken and written communication skills
- Ability to set and meet deadlines
- Working knowledge of theatrical production, HVAC, electrical, plumbing, mechanical, and phone/IT systems
- Sound knowledge of health, safety and environmental regulations
- A self-starter ready willing and able to quickly and fastidiously resolve building issues

### **Education/Experience**

- Desired: Bachelor's degree in Facilities Management, Facilities Engineering, Project Management, Business Management, Construction Management, or comparable years of experience work in the field.

- Minimum 5 years' experience in Facilities or Operations Management
- Supervisory Experience
- Ability to lift 50lbs

## Work Environment

This is a very busy, fast-paced environment which requires flexibility in adjusting to changing priorities and demands. Safety, guest service and teamwork are primary values in this Department.

The sound and light levels in the work environment, particularly for theatrical events, can vary greatly. Senior Production Managers must be capable of dealing with while monitoring work environments where it is loud, dusty, variable lighting levels, and where many distractions happen simultaneously.

Occasional travel to observe complex productions is a possibility.

***August Wilson Cultural Center*** is an equal opportunity employer and actively works to ensure fair treatment of our employees and constituents across culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, veteran status or sexual orientation.