

Goodwill Theatre, Inc.

Facilities Supervisor Job Description

Responsibilities:

- Works Schorr Family Firehouse Stage (SFFS) events and rentals as needed (This job includes many night/weekend hours).
- Assists with changeovers (setups) for SFFS performances and rehearsals.
- Assists with erecting, operating, striking and storing of SFFS sets, lighting equipment, sound equipment and props.
- Ensures proper maintenance of the facilities.
- Assists in the management and supervision of all properties and facilities (24/7). This includes 67 Broad Street, 48 Willow Street, 36 Willow Street and all parking areas.
- Regularly ensures that trash is removed, building exteriors are cleaned and grounds are weeded and shoveled.
- Ensures that all facility sidewalks and parking areas are cleared in winter (24/7); schedules plowing as needed (over 2" of snow.)
- Regularly cleans and stocks all facilities.
- Acts as the primary responder to building security systems (24/7).
- Performs necessary basic building repairs and renovations.
- Makes deliveries and pickups as needed; Chauffeurs as needed.
- Maintains equipment and supply inventories and documents such at the SFFS.
- Oversees and coordinates linen and mat cleaning for the SFFS.
- Follows all designated safety procedures.
- Uses proper respect for all GWT equipment and supplies.
- Immediately informs a supervisor of any safety concerns.

Qualifications:

- Enthusiasm for the Goodwill Theatre Project (GWT)
- Excellent organizational skills and the ability to prioritize, multi-task, and meet deadlines
- Ability to work independently with minimal supervision
- The ability to exercise good judgment in diverse situations
- The ability to perform basic tasks with courtesy and tact, particularly when dealing with tenants and patrons; the ability to work well with other team members
- Physical condition commensurate with the demands of the position
- Possesses a valid NYS motor vehicle license.
- Must be able to lift and carry 50 pounds. Ability to carry items up and down stairs is required.
- Possesses a reliable vehicle for transportation to and from work and for work related tasks.