



Lawrenceville Arts Center FACILITIES MAINTENANCE SUPERVISOR

Lawrenceville Arts Center (LAC), a brand-new premiere arts and culture venue located in historic downtown Lawrenceville GA, is set to open August 2021. With 5 distinct spaces (and endless funky alcoves) LAC is the perfect venue for your next performance, convention, corporate meeting or celebration. Home of Aurora Theatre, the 2nd largest professional theatre in the State of Georgia, LAC is sure to be a destination location for not only Gwinnett County and the State of Georgia, but the entire Southeast region!

Salary is commensurate with experience; generous benefits package listed below.

SALARY RANGE: \$45,000 - \$50,000

To best demonstrate LAC's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we encourage ALL qualified applicants to apply. LAC is an equal opportunity employer.

TO APPLY: Please email resume and cover letter including name, phone numbers and emails of 3 references to:

Anthony Rodriguez
President/CEO
Aurora Theatre
PO Box 2014
Lawrenceville, GA 30046
anthony@auroratheatre.com
LAC@auroratheatre.com

REPORTS TO: Complex and General Manager & Aurora Managing Director

Position Summary

The Facilities Maintenance Supervisor is responsible for the management of general operations, maintenance, security, housekeeping, event operations, and other processes surrounding the event realization for all Lawrenceville Arts Center (LAC) events.

Position Responsibilities

- Serve as liaison to City departments to identify and coordinate processes such as facility repair and maintenance needs, housekeeping and security.
- Assist the Complex General Manager in formulating and implementing plans for improvements to facilities. Oversees facility upkeep, enhancement or additional projects as necessary.
- Analyzes usage patterns, orders supplies, equipment and necessary materials for the facilities.
- Manage inventory repair and replacement of all furniture, fixtures and equipment. Create strategic plans for equipment improvements and replacements.
- Create policies and procedures, with documentation for all operations areas.
- Ensure that all operations information is accurately documented, tracked and completed in a timely manner.
- Help to develop an annual expense budget for all operational areas. Monitor and reconcile budgets.
- Hire, train, supervise and evaluate staff in operations, policies, procedures, customer service & teamwork
- Work with Complex General Manager and Facility Sales & Booking Manager to ensure event calendars are coordinated with event rentals and needs of other divisions.
- Play a leadership role in long term planning related to LAC facilities.
- Create positive relationships with facility users and patrons and work to resolve problems.
- Respond to after hours and after shift inquiries and emergencies.
- Research and resolve complaints and problems.
- Serve as facility staff on duty as scheduled.
- Frequent evening and weekend hours is required. Holiday work may be required.

Knowledge/Skills/Abilities:

- Ability to establish and maintain effective working relationships with City officials, community organizations, the public, promoters, coworkers and supervisors
- Strong customer service skills and a willingness to help people
- Knowledge of and ability to apply basic analytical, math, and accounting skills
- Ability to interact with a broad range of people to effectively accomplish assigned tasks or projects

- Must be flexible and able to handle multiple tasks and conflicting priorities. Must be able to work under and adhere to deadlines, even under stressful or difficult situations
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to follow both verbal and written instructions, and the ability to issue clear and concise verbal and/or written instructions to others and report operations verbally or in written form
- Ability to supervise building maintenance, repair, and modification projects: write and receive work orders; prioritize and schedule work;
- Ability to determine and coordinate necessary equipment, materials, and manpower to complete projects and work orders
- Plan most efficient use of resources
- Ensure adherence to established safety procedures: monitor work environment and use of safety equipment to ensure safety of employees
- Ability to assist in setting up events and exhibits
- Ability to work flexible hours including mostly weekends, evenings, and holidays as workload demands and as assigned.

Qualifications:

- A minimum of 5+ years of experience in performing arts center operations, theatre production of a multi-disciplinary, performing arts facility (or similar) with hands-on experience in event production operations and 3+ years of supervisory experience. College degree preferred but not required.
- Proven background in strategizing and executing on-premises events.
- Any equivalent combination of education and experience to fulfill the essential duties and responsibilities and provide the necessary knowledge, skills and abilities.
- State Electrical License and/or other certifications may be required depending on area of assignment.
- Knowledge and appreciation of performing arts and/or music industry experience preferred.
- Exceptional attention to detail, organizational skills, and results oriented.
- Demonstrated ability to function in a fast-paced, high-pressure environment.
- Excellent interpersonal & communication skills, self-motivated.
- Ability to exert physical effort in heavy work, with greater emphasis on climbing and balancing, involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).
- Proficient in use of Microsoft Office, VenueOps preferred
- Must possess and maintain current Driver's License.

CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that operates under “Group Speak” (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- health insurance (full health, vision, dental, supplemental)
- retirement
- paid time off
- flexible work environment
- ongoing career training
- employee discounts
- FREE admission to shows
- AND MORE!!!!

Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.