

Hiring Company Name: Texas Ballet Theater
Hiring Company Industry: Performing Arts
Position Title: Facilities Manager, Full Time Exempt
Reports To: Director of Finance
Location: Fort Worth and Dallas (In Person Only)
Must reside within approx. 20 miles of the 1540 Mall Circle, Fort Worth Texas

Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as a resident company for leading performance venues in Dallas and Fort Worth –Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQIA Communities.

What We Have to Offer You

- Benefit package which includes health insurance, time off benefits and matching 403B (within allowable limits).
- A respected and successful company with a leadership team dedicated to students, dancers and achieving the mission.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.

About Your Manager

- Position reports to the Director of Finance
- People Oriented.
- Accurate, highly detailed.
- Looks for logical solutions to challenges.
- Focuses on building good relationships across the organization.
- Fast paced, patient, goes the extra mile to ensure understanding.

Department Description

The Facilities Manager at Texas Ballet Theater (TBT) has a crucial role. This position involves coordinating and overseeing all operational and physical assets such as maintenance of all systems to include HVAC, safety and security aspects, all IT functions (oversee IT service teams, inventory and ordering of IT equipment) and management of all supplies to include office equipment for TBT facilities in Dallas and Fort Worth. Work hours will vary based on the scheduling of repair teams, emergency requirements etc.; will include weekends and nights, with mostly weekday hours.

Key Responsibilities

Facility Maintenance: Coordinate and oversee the maintenance, repair, and upkeep of all physical assets within the Dallas and Fort Worth facilities, including HVAC systems, electrical systems, plumbing, and general infrastructure. Partner and oversee Property Management Vendor(s) to ensure services are being delivered at the highest quality and timeliness for problem solving.

Safety and Security: Ensure compliance with all applicable safety regulations and implement security measures to safeguard employees, visitors, and company property.

IT Function Oversight: Supervise IT service teams, oversee IT equipment inventory, and manage the ordering process for IT supplies and equipment. Ensure efficient functioning of IT systems and troubleshoot technical issues through IT management team as needed.

Inventory Management: Manage inventory levels of office supplies, equipment, and materials. Collaborate with procurement teams to ensure timely ordering and availability of necessary resources.

Preventative Maintenance: Develop and implement a proactive maintenance schedule for all equipment and systems to optimize performance, extend lifespan, and minimize disruptions.

Vendor Management: Establish and maintain relationships with external service providers, contractors, and vendors to ensure high-quality services and competitive pricing.

Internal Collaboration: Coordinate with various internal departments to provide seamless facility support, including space planning, renovations, and relocation projects.

Budget Oversight: Assist in budget planning and monitor expenses related to facility maintenance, supplies, and services to ensure cost-effective operations.

Additional Duties

- Conduct regular facility inspections to identify areas for improvement and address any maintenance or safety concerns promptly.
- Develop and maintain documentation related to facility operations, maintenance schedules, and safety protocols.
- Respond to emergency situations, such as power outages, facility damage, or safety incidents, and implement appropriate corrective actions.

Qualifications of the Facilities Manager:

- High School diploma or equivalent, with technical training in facilities management, industrial maintenance, or a related field preferred.
- Minimum of 3-5 years of hands-on experience in facilities management or industrial maintenance.
- Solid understanding and practical skills in mechanical and equipment maintenance.
- Experience managing safety compliance and developing safety procedures.

Attributes Needed to Be Successful

Leadership: Ability to foster a collaborative and proactive work environment.

Problem-Solving: Strong analytical and critical-thinking skills to assess complex facility issues and devise effective solutions.

Communication: Excellent verbal and written communication and interpersonal skills to interact with internal teams, external vendors, and stakeholders.

Organizational Skills: Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously.

Attention to Detail: Meticulous approach to maintaining accurate records, tracking inventory, and ensuring compliance with safety regulations.

Adaptability: Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment.

Ready to Apply? A letter of interest should include why you are seeking this position and outcomes you've achieved with similar positions and institutions; resume required.