



Position: Facilities Manager (full-time/year-round/benefits eligible)

Reports to: Executive Director

Date posted: August 22, 2017

Interested candidates should submit a cover letter and resume to employment@lebanonoperahouse.org by 5 pm on Friday, September 1.

Position Purpose

The Facilities Manager is responsible for maintaining Lebanon Opera House as a safe, working theater and ensuring that the public spaces are pleasant and functional. The Facilities Manager serves as the technical director for Lebanon Opera House performances—including scheduling and supervising LOH's technical crew—and is the organization's production liaison with all facility renters.

Key Accountabilities

Technical Director

- Communicate with artist's touring/production manager and ensure artist's technical needs are met, including the hang and focus of lights, set up of sound equipment or the hiring of a professional sound company and any show-specific needs
- Ensure LOH is load-in ready upon artist's arrival
- Hire and supervise the technical crew for LOH performances, including coordinating with I.A.T.S.E. Local 919 when necessary
- Submit all payroll information for technical crew to LOH's accountants every two weeks
- Execute and/or delegate the execution of artist's hospitality rider
- Maintain an organized and safe work environment
- Work with Executive Director to create production budgets and assure the budgets are met

Facility Maintenance

- Maintain inventory of LOH equipment and keep it in safe working order
- Monitor wear and tear of LOH, including the auditorium, green room and backstage area, and address maintenance issues as they occur
- Meet periodically with the Facilities Committee and City of Lebanon to recommend capital improvements and yearly maintenance needs
- Clean and maintain lighting instruments and dimmers
- Arrange for bi-annual inspection and regular checks of rigging system
- Maintain necessary water, cleaning, paper and kitchen supplies in green room and production supplies backstage
- Schedule regular cleaning of green room and front of house, and keep those areas tidy between scheduled cleanings

Rental Production Liaison

- Ensure LOH and its equipment is used respectfully and properly by facility renters
- Assist community users in achieving their technical needs and provide guidance and recommendations as needed
- Act as the facility representative, or arrange for such representation, whenever LOH is used by an outside renter

Other

- Provide maintenance and capital expense estimates for preparation of the annual budget
- Work with IT consultants to see that computing hardware, networking, security and phones are properly maintained and updated
- Keep the Executive Director informed of the status of the facility and productions and be readily available to answer questions from staff, artist representatives and renters

Performs other duties as assigned

Position Requirements

Skills & Knowledge

- Ability to work a flexible schedule and long hours as needed
- Dependability
- Familiarity with the development of production budgets
- Ability to work within production budgets
- Ability to work independently and make decisions
- Ability to set priorities, multi-task and handle multiple interruptions
- Strong organizational skills
- Ability to effectively communicate, both orally and in writing, with staff, volunteers, artists and their representatives and customers
- Experience with personnel management and employee supervision
- Ability to solve issues cordially and efficiently
- Working knowledge of sound and lighting equipment including lighting instruments, dimmers, microphones and recording devices
- Skill with fork lifts, genie lifts and the tools necessary to complete basic maintenance
- Proficiency with CAD programs, Lightwrite software and variety of sound manipulation programs required. Experience with PCs, printers, Microsoft Word and Excel preferred
- A passion for the performing arts

Experience

- Experience in technical theater or concert/event production required

Education

- Bachelor's degree or the equivalent combination of education and experience in technical theater or concert/event production preferred

Lebanon Opera House is a historic 800-seat proscenium theater located in Lebanon, NH. LOH is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, etc. with respect to employment opportunities.