



CACHE VALLEY CENTER FOR THE ARTS

BULLEN CENTER ♦ ELLEN ECCLES THEATRE ♦ THATCHER YOUNG MANSION

POSITION ANNOUNCEMENT

FACILITY MANAGER

Salary: \$35,000 to \$60,000, based on training and experience

Status: Full time exempt salaried

Benefits: Health insurance, 401K, annual leave, sick leave, paid vacations and holidays

Schedule: Frequent nights and weekends required

POSITION SUMMARY

The Facility Manager is responsible for all physical aspects of the campus consisting of the Bullen Arts Center, Thatcher-Young Mansion and Ellen Eccles Theatre; maintains and operates the facility in compliance with applicable codes and regulations, in an attractive and fully functional condition, giving priority to the safety, comfort and convenience of its patrons; and oversees capital projects as required. The Facility Manager is part of the senior management team and reports to the Executive Director.

AREAS OF EMPHASIS

The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Ensure facility operates as it should on a daily basis

- Hire, train, and schedule building representative staff who, with the Facilities Manager, are responsible for cleaning, event set up, maintenance and minor repairs. Ensure optimal facility coverage.
- Maintain all areas in clean and presentable condition, at a comfortable temperature.
- Maintain inventory of paper products, cleaning supplies, tools and equipment.
- Keep grounds (lawns, flower beds, trees) aesthetically pleasing, green and trash free. Keep sidewalks and passageways clean and clear of snow or debris. Assure that all exterior lighting is functional. Monitor external interfaces such as air intakes and canal water intake/outlet.
- Event setup, coordinate drop-off zones and parking, keep restrooms stocked, post event cleanup
- Upkeep, preventative maintenance and repairs as required
- Keep mechanical equipment in good condition (emergency generator, marquee sign, motors, elevators, boilers including air handlers and pumps, etc.). Establish an inventory of spare parts, materials, and supplies to facilitate maintenance activities.
- Develop and maintain vendor contracts

Deal with emergency issues that arise and assure safety of people and property

- Oversee locking and unlocking of buildings, key and code distribution, etc.

43 South Main, Logan UT 84321

Administration: 435-753-6518 ♦ Box Office: 435-752-0026

info@cachearts.org ♦ www.cacheARTS.org

- Ensure stocked first-aid kits are in easily accessible areas.
- Spearhead emergency planning and staff emergency training.
- Coordinate first response to fire and burglar alarms.

Formulate plans for the future (major repairs, replacements, capital improvements)

- Co-Chair Facilities Committee, arrange meetings, prepare agenda, keep minutes.
- Plan and monitor facilities budget lines.
- Develop, implement, and evaluate short- and long- term facility plans and goals (budgets, staffing, time lines, improvements etc.)

QUALIFICATIONS

Background check and drug test required. Be able to work with, supervise and monitor building representatives, security personnel, contracted help, and other providers of needed and authorized services. Have familiarity with construction and maintenance trades, and proficiency in at least one of them. Have the ability to organize their own and the building representatives' activities. Have good work habits, be self-motivated, and demand high standards of quality in their own and subordinates' work. Be able to work in a team environment and keep cool in occasionally hectic, stressful situations. Have the ability to navigate patrons', teachers', and renters' needs and requests. Be able to work independently and coordinate multiple projects and take direction. Five years' experience in equivalent or comparable positions desired.

AUTHORITY AND ACCOUNTABILITY

This person reports to the Executive Director, and directly supervises building representatives.

COMPENSATION

The compensation package includes a full time-salary range of \$35,000 to \$60,000 depending on experience. CacheArts also offers an annual sick and vacation leave policy, retirement benefits and a health insurance plan.

APPLICATION PROCEDURE

Position is open until filled. Submit letter, resume, and three professional reference names and phone numbers by mail or email below. No phone calls please.

MAIL

Cache Valley Center for the Arts
 Facility Manager
 c/o Wendi Hassan, Executive Director
 43 South Main, Logan, UT 84321

EMAIL

Ticketing@CacheArts.org

ABOUT THE CENTER

The Cache Valley Center for the Arts is an independent nonprofit organization that manages three Logan City owned facilities, the Ellen Eccles Theatre, Bullen Art Center and Thatcher-Young Mansion. We are a venue for performances (about 100 per year), a home for arts education (over 11,500 participants a year), a marketplace for artists (\$1.8M in tickets, registrations and art sales annually), a gathering place for the community (111,000 patrons a year), an arts incubator nurturing creative entrepreneurs (providing fiscal sponsorship, back office support and mentorship), and an anchor organization for the grassroots Cache Valley Arts Summit (a network of more than 20 arts organizations who have been meeting for over a decade to coordinate calendars, share best practices, nurture our rich arts ecosystem and pursue common goals). The Center's website is www.CacheArts.org.

We program an annual series of nationally touring performing artists and connect them to the community through education and outreach events (CacheArts Presents). The theatre maintains a busy rental schedule and is also home to many resident companies including Utah Festival Opera and Musical Theatre, Music Theatre West, Cache Theatre Company, Cache Valley Civic Ballet, Valley Dance Ensemble, Pickleville Playhouse, and Dance Source.

Arts education offerings include a multidisciplinary summer art camp, ceramics and visual arts classes. We provide fiscal sponsorship and backoffice support for Logan Youth Shakespeare and New Horizons Orchestra and a cooperative Artist's Gallery. Resident companies include Music for the Small and Tall, Unicorn Theatre, Hatch Academy of Music and Magic, Valley Dance Ensemble, musicians who maintain studio space and culinary artists who rent our commercial kitchen.

CacheArts was formed as the Capitol Arts Alliance in 1989. It renovated the Capitol Theatre, built in 1923, renaming it the Ellen Eccles Theatre upon re-opening in 1993. CacheArts also renovated contiguous space into the Bullen Center, with 20,000 square feet of arts space on three levels. The adjacent historic Thatcher-Young Mansion was renovated and re-opened in 2002, to house the separate Alliance for the Varied Arts (AVA). In 2010 AVA requested a merger of its arts programs into the Center's operations which was accomplished, and AVA subsequently closed. CacheArts works with all local arts groups in a cooperative manner and has been designated the Local Arts Agency for both the City of Logan and Cache County.

The theatre, arts complex and Mansion are owned by the City of Logan, which provides a management agreement with CacheArts to operate and maintain the facilities. The 1100 seat Ellen Eccles Theatre can accommodate a broad range of programs including drama, opera, music, popular programs, and special events. The Ellen Eccles Theatre is one of four venues in Logan's Historic Theatre District.

LOGAN AND CACHE VALLEY

Logan is a growing, thriving community of approximately 50,000 nestled in the heart of beautiful Cache Valley with a population of 120,000 and surrounded by mountain ranges. Located 90 miles north of Salt Lake City, Utah, home of the 2002 Winter Olympics, it boasts an exceptionally high quality of life. Residents and visitors enjoy many of the cultural benefits of larger cities while maintaining a friendly rural atmosphere. Logan is the home to Utah State University, a nationally accredited land grant University that provides excellent educational opportunities as well as a host of civic, cultural and sporting activities. Numerous recreation opportunities are available with ample access to boating, hunting, fishing, hiking, Nordic and Alpine skiing, and camping, all within minutes' drive from downtown. For more information on the area see: ExploreLogan.com or CacheChamber.com.