



Facilities Coordinator

Hourly Pay: \$28.00/hour

Status: Full-Time, Non-Exempt/Hourly

About the Role

Union Arts Center, Home of ACT Contemporary Theatre & Seattle Shakespeare Company, has an exciting opportunity for a Facilities Coordinator! This position is a key part of helping ensuring our theatre is a safe, clean, and welcoming environment for our staff, patrons, and community.

This position handles day-to-day maintenance, both personally and with the aid of outside vendors, as directed by the Facilities Director. The Facilities Coordinator provides efficient and comprehensive facility support, including offices, auditoriums, lobbies, common areas, rehearsal rooms, and shops.

Responsibilities include assisting with basic IT troubleshooting and support, coordinating building events and communication with vendors. This role upholds the highest standards of workplace safety, including compliance with all safety and emergency procedures, including OSHA and WISHA compliance; and ensuring a safe, clean, and welcoming environment for staff, volunteers, and patrons.

This position is essential to the upkeep, maintenance, and operations of the Eagles Auditorium Building (a National Historic Landmark building that serves as Union Arts Center's home) and its mechanical systems, boilers, HVAC, generator, plumbing, and electrical systems. It is essential the Facilities Coordinator works respectfully, efficiently, and collaboratively with a variety of stakeholders to monitor and complete work orders in a timely manner.

Benefits include access to \$6 downtown parking, generous PTO (begins at 20 days per year), access to medical, dental, & vision coverage and a 403b plan, Seattle Paid Sick & Safe Time, and complimentary tickets to UAC productions. Long term disability and life insurance premiums are covered by UAC.

About Union Arts Center

Union Arts Center, Home of ACT Contemporary Theatre & Seattle Shakespeare Company, takes pride in our accomplishments and recognizes our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

Responsibilities include, but are not limited to:

- Provide a wide variety of timely and efficient maintenance support that ensures an inclusive, safe, comfortable, and accessible environment
- Ensure a high level of customer service with all internal and external staff and clients

- Appropriately escalate internal and external concerns as necessary to ensure the safety, cleanliness, and security of our team and environment
- Maintain and update records of facility work orders project status, including timely communication to stakeholders
- Proactively order and ensure appropriate stock of maintenance supplies, equipment, and furnishings
- Coordinate building events including scheduling and calendar tracking, room set up, and effective communication to staff regarding building use and event needs
- Monitor spaces for daytime cleaning needs and conduct small general repairs, as needed
- Maintain and distribute building access controls such as keys and key cards
- Assist staff with IT and office equipment tasks or concerns, such as general computer and printer questions and set-up.
- Accurately track invoices for facility support, third-party vendors, projects, and events
- Schedule regular building maintenance and janitorial services
- Provide facilities coordination during on-site events as needed
- Inspect buildings to consistently attain a high level of cleanliness; make schedule adjustments to ensure clean and safe facilities during peak hours
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Communicate respectfully and promptly to concerns or questions from staff and vendors
- Keep updated and accurate records of building inspections and repairs
- Ensure emergency plans and evacuation procedure communication are up to date and accessible

Other Duties

- Assist in promptly and professionally responding to inquiries regarding facility rental inquiries and requests
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

About You

- 1+ year in facilities operations or building maintenance coordination strongly preferred
- Experience working within a performing arts venue and/or a historic building is a plus
- Basic knowledge of building systems (HVAC, electrical, plumbing, safety)
- Knowledge of WISHA/OSHA regulations
- Demonstrated ability to work effectively within a collaborative environment, with a solutions-oriented approach
- Comfort with handling multiple tasks and priorities with flexibility, respect, and clear communication
- Excellent organizational skills and attention to detail
- Proven ability to maintain positive relationships with staff, vendors, outside agencies, community groups, and the general public
- Intermediate Microsoft Office skills preferred
- Willingness to work outside of standard office hours, including nights and weekends, in order to respond to facility related emergencies

- A valid driver's license and ability to pass motor vehicle report check confirming safety of driving history
- Ability to learn quickly and to work effectively both independently and collaboratively with other staff

Equity and Inclusion

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer, and walk on stairs and ramps. This position requires being comfortable working at heights, climbing ladders. routine exposure to mechanical, chemical, and electrical rooms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Ability to lift materials and equipment weighing 40 pounds or more, alone or with assistance. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment. Ability to effectively respond to verbal and written instructions from multiple communication pathways.

Work environment includes a variety of environments typical in a theatrical facility, including administrative office spaces, theatrical spaces, scenic, paint and costume shops, dressing rooms, backstage, break areas, mechanical and electrical rooms, roof top areas, and public spaces.

To Apply

Please email your resume with "Facilities Coordinator" in the subject line to work@unionartscenter.org.