

POSITION TITLE:	Facilities Assistant
REPORTS TO:	Facilities Manager
WORK SCHEDULE:	Full time /40 hours a week – Monday to Friday; some evenings and weekends required
WORK LOCATION:	Los Angeles and Culver City
STATUS: (Exempt/Non-Exempt):	Non-Exempt
COMPENSATION:	\$22/Hr
BENEFIT STATUS:	Eligible
DEPARTMENT:	Operations

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Under the supervision of the Facilities Manager, the Facilities Assistant will support both the Facilities and Operations team by performing duties related to the repair and maintenance of CTG facilities.

PRIMARY RESPONSIBILITIES [list as many as needed]

- Work closely with the Facilities Manager to ensure that all building requirements are met including fire codes, lighting systems, general building repair and all other issues that affect staff and patron comforts.
- Carpentry, plumbing, cleaning and electrical work.
- Assist with building access.
- Enter information into database of maintenance logs.
- Perform regular monthly facilities inspections.
- Assist with various projects including safety training and office moves.
- Provide assistance to set-up and break-down various events and meetings.
- Assist with maintenance of facility equipment and company vehicles.
- Run errands as assigned by the Facilities and Operations team.

SECONDARY RESPONSIBILITIES:

- Be onsite as CTG's representative for vendors working at CTG facilities, as needed.
- Ensure compliance with in-house safety procedures and compliance with regulations and applicable laws such as but not limited to hazardous waste and SDS's. This includes disseminating and posting OSHA requirements, facilitating training, purchasing and maintaining common safety equipment, recommending new safety practices or policies to the Facilities Manager and participation in the CTG Safety Committee.
- Operation of company vehicles, forklifts, man lifts and order picker. CTG will provide training and certification when required.
- Safely load, unload and secure items from CTG Warehouse, Shop, Annex and various vendors for all CTG and Music Center spaces, as needed.
- Execute, manage and reconcile petty cash, credit card and P.O. purchases.
- Provide non-emergency transportation to and from Urgent Care for employees and staff if needed.
- Maintain professional demeanor while interacting with artists, CTG employees and vendors.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Other duties or projects as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Knowledge and essential skills
 - Strong Carpentry, Electrical and Plumbing skills.
 - Ability to read CAD drawings or floor plans.
 - Skilled in using hand tools and power tools.
 - Previous theatrical experience strongly preferred.
 - Previous event support experience strongly preferred.
 - Working knowledge and comfort with Microsoft Office Suite.
 - Comfort with communications via email and smartphone.
 - Ability to comfortably and repeatedly lift 50 lbs. to waist height and 20 lbs. to head height.
 - Excellent troubleshooting skills.
 - Able to multi-task and work independently.
 - Strong commitment to equity, diversity and inclusion.
 - Spanish fluency a plus.
- Minimum requirements
 - Ability to work a flexible schedule, including days, nights and overtime hours.
 - Demonstrate pride of ownership in the operation of CTG vehicles.
 - Able to obtain auto insurance.

- Maintain a clear head and flexibility in a dynamic working environment.
- Must be able to stand, stoop, bend, kneel, reach and climb in various positions to perform tasks.
- Must be able to work on a ladder and in hard-to-reach places.
- Company required valid California driver's license with good driving record at all times.
- Must be able to operate various personnel lifts, vehicles and forklifts. Company requires certificates and will provide training.
- Employee must maintain a clean driving record such that they are able to be insured by Center Theatre Group's automobile insurance policy (Inability to remain insured by CTG's policy may result in termination).
- First Aid Certification. Company will provide if needed.
- Demonstrated ability to work well with people of diverse backgrounds.
- Ability to sit, type and work at a computer for extended periods of time.
- Clean driving record and valid driver's license
- Willingness and ability to work 40 hours per week. Flexibility to work overtime as needed.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to pwylie@ctgla.org. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.