

Northlight Theatre

Job Description as of 8/11/25

Job Title: Facility Manager

Category: Regular Full-Time, Exempt, Salaried

Overall Description: Working under the supervision of the General Manager, the Facility Manager is responsible for the proactive care and maintenance of Northlight Theatre's new 24,000sf facility which includes a 285-seat performance venue, rehearsal hall/function space, two lobbies, concessions, production offices, and support spaces. Duties include managing calendar reservations and set up for all rooms for Northlight usage and outside renters; maintenance & repair of facility systems, appliances, and spaces; managing custodial services; ordering and maintaining concessions and building supplies; and facilitating communication about space usage by Northlight as well as outside renters between all departments.

Responsibilities include but are not limited to:

- Learn building systems and instruct staff in proper usage. Create maintenance schedule to manage all building systems, and maintain comprehensive records of operating manuals and log service histories. Ensure compliance status for regulated building systems.
- Oversee and coordinate planned and unplanned maintenance of major equipment and systems, including HVAC, security & access control, building envelope, carpentry, doors and gates, electrical & lighting, elevator, fire alarms, utilities, plumbing, landscaping, and IT networks.
- Hire and supervise custodial staff to fulfill theatre's high cleanliness standards. Oversee the scheduling process of the custodial staff to ensure coverage for operating hours.
- Manage the intake and processing of space usage and maintenance requests from staff and other building users, including outside renters. Coordinate space usage requests to meet organizational priorities and make the most of available resources.
- Perform light maintenance and repairs for work that does not require a contractor.
- Source, engage, and oversee quality contractors as needed for large-scale repairs or renovations, ensuring contract compliance, scope/workmanship is completed to satisfaction, and work is completed on time, on budget.
- Help to develop annual and long-term facilities budget. Participate in the financial forecasting process and monitor expenditures in the operating budget. Prepare cost estimates for projects and services as needed.
- Develop an inventory management system and maintain a critical parts inventory for business essential systems and components.
- Prepare and maintain a long-term capital replacement plan to ensure facilities are properly maintained and invested in for the life of the building.
- With General Manager, manage building access including the distribution of keys and codes.
- Order and maintain stock for concessions and custodial use in coordination with relevant staff.
- Do light maintenance at the Administrative offices at 820 Church Street that are not covered by the lease. Hire and supervise cleaning staff or outside company for this location.
- Facilitate IT needs at the venue as requested.
- Oversee the installation of permanent and temporary signage as needed, including show marketing materials.
- Receive deliveries and facilitate parking issues as needed for buses, patrons with accessibility needs, etc.
- Oversee and perform regular building rounds to proactively identify needs. Communicate building related issues effectively with management and coworkers.
- Participate as a member of the Safety Team. Take the lead on creating and maintaining facility-related safety protocols and handbooks (ie, fire safety, evacuation, etc). Work to support an environment that is safe and comfortable for artists, patrons, employees, and visitors.
- Participate on the Events Team to coordinate and handle facility needs for outside renters.
- Work with the General Manager to measure, monitor, and implement sustainability initiatives.
- Serve as first responder for all after-hours building emergencies, except during approved leave.
- Adhere to Northlight policies as listed in Employee Handbook
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate as assigned in all Northlight functions, on site and off.

Qualifications: Minimum of 3 years work experience in commercial building maintenance, operations, and projects in a supervisory role. Theatre or Live Entertainment Venue experience preferred. Experience with multiple software and database programs; advanced proficiency with Windows Office suite helpful. Capable of performing physical tasks including but not limited to climbing, stooping, pushing, bending, kneeling, reaching, lifting, and moving up to 40lbs. Ability to work at heights from ladders, personnel lifts, and catwalks, and to work at unusual angles to fix equipment. Ability to read and interpret construction documents, technical procedures, or governmental regulations. While the regular workday will be standard daytime hours Monday-Friday, given the particular needs of a theatre company, the position requires the flexibility to work a modified schedule with some nights and weekends, and being on call for building emergencies.