

**THE
SANTA FE
OPERA**



**The Santa Fe Opera
Job Description – Theatre Maintenance Supervisor**

**Reports to: Facilities Manager
Department: Facilities**

Duties/Responsibilities

This role works closely with the Facilities Manager, and the Assistant Facilities manager to evaluate the maintenance and repair needs of the theatre, production shops as well as all other theatre related structures and surrounding grounds.

- The TMS is responsible for all aspects of seasonal preparation and shut down of the theatre and surrounding buildings.
- Spring cleaning and preparation of the theatre house, bars, restrooms, offices. Installation of tarp awnings, water system start up, fountain start up, and various staining / painting projects required to keep the theatre in prime condition.
- Consulting with contractors of projects related to the theatre structures.
- Ordering maintenance and cleaning materials and supplies.
- Year round cleaning and maintenance of Orchestra rehearsal hall.
- Painting and repair of all shop spaces.
- Cleaning of all spaces used year round including offices, halls and restrooms.
- Seasonal hiring and supervision of theatre maintenance and cleaning team.
- Seasonal management of program guides for marketing department.
- Other duties as required and assigned.

Employment Standards

Education:

- Any combination of education, training and experience in building maintenance or construction totaling six (6) years with at least one year of experience as a supervisor.

Knowledge:

- Familiarity of equipment maintenance, landscaping, blueprints and building drawings, carpentry, painting, stucco repair, basic HVAC, and safety regulations.
- Must be familiar with the tools and products associated with cleaning, maintenance, and grounds keeping.
- Must have some knowledge of building systems such as heating and air conditioning, plumbing, roofing and fire protection.
- Familiarity with the use and safe operation of basic power tools; saws, drills, etc.

Skills:

- Excellent leadership skills, including the supervision, training, motivation, and evaluation of staff members.
- Must be able to communicate effectively with staff and team members.
- Must be able to drive a truck with a trailer, operate a forklift, and a tractor.
- Basic math skills and record keeping.

Licenses:

- Must possess a valid driver's license.

Hours/Restrictions:

- 40 hours per week, regular schedule being Monday-Friday 7:00 a.m. to 3:30 p.m. Some flexibility of hours may occur due to scheduled events during the course of the year.
- In season hours, May – September, may increase as job necessitates.
- Weekend work can be required and when needed is a necessary (hours over 40 per week paid at time and a half).
- This is a full-time, year-round, exempt position with benefits.

Physical Standards:

- Ability to lift up to 80 pounds occasionally and 20 pounds frequently.
- No allergies to cleaning products.
- Capable of spending significant amount of time on your feet walking, standing and climbing stairs.
- Ability to use ladders for various projects.

Uniform:

- A uniform (shirt) is required and will be provided.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.