



## **Job Description**

### **Assistant Facilities Manager**

#### **Description:**

The Assistant Facilities Manager will work with the Facilities Manager and staff to maintain the safety, cleanliness and upkeep of the Wortham Center venue.

The Wortham Center for the Performing Arts includes the **Diana Wortham Theatre**, an active, 500-seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Diana Wortham Theatre presents a series of critically acclaimed touring artists in dance, theatre and music, a Student Series for classrooms, teachers, homeschoolers and families, and is the home venue for more than 40 local organizations which rent the theatre each season.

The **Tina McGuire Theatre** (100 seats) and the **Henry LaBrun Studio** (mixed use) opened in September 2019, providing opportunities for increased programming, access and venue availability for residents and visitors to Western North Carolina.

#### **Responsibilities:**

Under the direction of the Facilities Manager, the Assistant Facilities Manager will work with a team to:

- Ensure the care, cleanliness and upkeep of the Wortham Center
- Perform and supervise tasks related to HVAC, security, safety, yearly inspections, service vendors, custodial and groundskeeping
- Manage part-time staff as needed
- Support the Facilities Manager in daily operations and long-term facility planning
- Maintain inventory of custodial and building supplies

#### **Qualifications:**

- Previous experience in custodial, housekeeping or related field
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Proven ability to manage multiple tasks simultaneously
- Solid problem-solving skills and ability to work independently

#### **Special Considerations:**

- Will often be required to walk, stand, and lift up to 40 pounds
- Must have reliable transportation

- This position requires morning, night and weekend work based on projects and performance schedules.
- Periods of high volume/workload may be required

The Assistant Facility Manager is an hourly position averaging 30 hours per week at \$18–\$19 an hour contingent on experience and qualifications. Wortham Center offers a pleasant work environment and excellent benefits such as health, dental, Flexible Spending Account, life insurance and parking. The position will remain open until filled.

**Application:**

Email resume and references to Jeanette Houston at [jeanette@worthamarts.org](mailto:jeanette@worthamarts.org). Please indicate in the subject line: Assistant Facilities Manager.

The successful candidate for this position will be subject to a comprehensive pre-employment background check including but not limited to social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position.

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks. Wortham Center for the Performing Arts is committed to recruiting, supporting and fostering an equitable, diverse and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.