

FACILITY COORDINATOR & RECEPTIONIST

Position Opening April 2019

Status: Non-Exempt



POSITION SUMMARY

To implement and carry out day-to-day administrative activities that support the facility operations of the Dallas Black Dance Theatre.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

1. Prompt answering of telephones and accurate recording of messages.
2. Assist with insuring compliance for all City of Dallas audits, property and liability insurance audits.
3. Coordinate the scheduling of inspections, routine and unscheduled maintenance and major reports for City of Dallas building code and requirements.
4. Work with the Executive Director & Controller to select external contractor for all aspects of building maintenance, landscaping and special repairs.
5. Coordinate and schedule technology support with IT personnel for facility, security systems and office systems.
6. Schedule and coordinate all facility bookings and facility use for internal staff, board meetings, special events, external rentals and studio rentals.
7. Maintain all receipts, records and bid information to insure that expenditures are facility supplies are within DBDT's approved budget.
8. Conduct an annual inventory of property and equipment and maintain updated inventory of condition, location, use and storage of all DBDT physical assets.
9. Works to resolve facility complaints and organizational customer service issues in a professional and courteous manner.
10. Assist with DBDT special event coordination for facility, vendors and catering services.
11. Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
12. Other duties as assigned by the Executive Director

REQUIRED SKILLS

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's Degree required.
2. Demonstrated knowledge and 3-5 years of job-related experience in administrative and event management.
3. Experience in managing projects and project budgets.
4. Experience in working with shared leadership and with cross-functional teams.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
2. Ability to effectively work with professional staff, develop good relationships with a wide range of people and build a collaborative work environment.
3. Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions.
4. Ability to work independently, use self-initiated follow-up to meet deadlines and proven ability to successfully manage multiple projects concurrently.
5. Well-organized, self-motivated, goal-oriented and flexible.
6. Excellent skills in customer relations, customer service and vendor management.
7. Excellent skills in Microsoft Word and Excel programs.
8. Able to work flexible schedules including evenings, weekends and holidays.

Interested parties should send cover letter, resume and salary requirement with Facilities Coordinator and Receptionist in the subject line to c.conner@dbdt.com by April 23, 2019.

Principals Only. No employment agencies.
No phone calls please.