

# **FACILITIES AND OPERATIONS MANAGER** **DALLAS BLACK**

## **DANCE THEATRE**

*RELENTLESS EXCELLENCE*

Position Opening April 2019

Status: Non-Exempt

### **POSITION SUMMARY**

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Position manages the physical assets and supports the activities of the human assets of the organization. The role of facility management is to insure the general upkeep and maintenance of DBDT's building, equipment, office systems, parking, security and surrounding environment to meet health and safety standards and all city, state and federal legal requirements. The role of operations management is responsible for the coordination of staff activities and providing daily administration for all aspects of DBDT's business operations.

### **KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)**

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1. Oversee all building operations, maintenance and major repairs in compliance with City of Dallas building code and requirements. (HVAC, Roof, Irrigation, Electrical, Cameras and Plumbing)
2. Insure all city permits and inspections are secured in compliance with legal requirements. (fire, police, parking, elevator, irrigation systems and lighting)
3. Serve as DBDT liaison for Dallas Arts District safety patrol, Dallas Fire, Police and TexDot for all issues relating to City street closures, maintenance, safety and security issues.
4. Coordinate and schedule all facility bookings and oversee all facility use for internal staff use, board meetings, special events, external rentals and studio rentals.
5. Select, engage and oversee all external contractors for building cleaning, waste disposal, catering, refurbishing interior, plumbing, exterminators, landscape maintenance and special repairs.
6. Monitor, order and procure supplies for building cleaning, maintenance and office operations.
7. Work closely with City of Dallas staff on major building repairs as scheduled in City Bond Programs.
8. Coordinate technology support with IT personnel for DBDT parking lot payment systems and handle customer use (access and payment) issues.
9. Schedule and conduct company staff meetings (monthly or as needed) and conduct special training on performance management, communication processes, DBDT organizational policy and best practices.
10. Assist with DBDT special event coordination, execution, facility, vendor and catering services.
11. Other duties as assigned by the Executive Director.

### **REQUIRED SKILLS**

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### **EDUCATION AND EXPERIENCE REQUIREMENTS**

1. Bachelor's Degree or higher required.

2. Demonstrated knowledge and 3-5 years of job-related experience in property management, human resources, and event management.
3. Knowledge of federal and state laws in human resource management.
4. Experience in managing project budgets.
5. 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. Excellent knowledge of building services and facility management.
3. Ability to effectively work with professional staff, develop good relationships with a wide range of people and build a collaborative work environment.
4. Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions.
5. Ability to work independently, use self-initiated follow-up to meet deadlines and proven ability to successfully manage multiple projects concurrently.
6. Well-organized, self-motivated, goal-oriented and flexible.
7. Excellent skills in customer relations, customer service and vendor management.
8. Excellent skills in Microsoft Word and Excel programs.
9. Able to work flexible schedules including evenings, weekends and holidays.

Interested parties should send cover letter, resume and salary requirement with Facilities and Operations Manager in the subject line to [carli.conner@dbdt.com](mailto:carli.conner@dbdt.com) by April 23, 2019.

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