

# EAST BAY CENTER FOR THE PERFORMING ARTS

## East Bay Center for the Performing Arts Job Posting Production and Facilities Coordinator (Hourly, Non-Exempt)

### About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater, and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,700 youth in 13 schools. The Center's staff consists of 25 administrative staff and 60-70 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

### Job Summary

We are in search of a dynamic individual to oversee this historic landmark in the City of Richmond, a 12-year-old performing arts facility with over 11,610 square feet. Under the direction of the Director of Student Development & Training, the incumbent will manage core Center productions, facility rentals, and outreach performances, as well as coordinate facility maintenance. They will collaborate with both the Main Site program staff and School Partnerships program staff to ensure smooth and efficient facility operations. In collaboration with the Director of Student Development and Training, they will be responsible for hiring, onboarding, and supervising all on-call production/tech crew. The incumbent is also responsible for coordinating quarterly inspections for the building and ensuring that all technical equipment is maintained and in optimal working condition. They must be flexible as there will be times when they will be required to work additional hours to support the Center's scheduled signature events (e.g. annual gala, student performances and guest artist productions) that may occur during the evenings and some weekends.

### Scope of Work

The Production and Facilities Coordinator will be responsible for coordinating all Center events and rentals, and will be the first point of contact for our community partners and constituents, as well as artists and technical crew. A significant part of this role will be coordination of building facility maintenance and repairs. Some of the key responsibilities are denoted below.

*Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbents may perform other related duties as assigned at the equivalent level.*



Developing Young Artists  
Re-Imagining the World

339 11<sup>th</sup> Street  
Richmond  
CA 94801-3105

[eastbaycenter.org](http://eastbaycenter.org)

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## Key Responsibilities

### Core Productions (50%)

Coordinate all Center annual and special events, including:

- Handling load-in;
- Establishing rehearsal and tech schedules;
- Oversee stage management;
- Determining technical and production needs for all performances at least two weeks before each performance;
- Ensuring that events are fully staffed and the on-call technical crew is trained for each event;
- Establish and maintain a roster of on-call production/technical crew for all Center performances and events, including recruiting, hiring, and onboarding/training;
- Establish system for tracking events/data collection, ensure that information is documented in a timely manner;
- Coordinate and ensure compliance with Finance policies and guidelines of all maintenance accounting, invoice processing, contracting, direct purchasing activities and funds control to track production expenses as required.

### Outreach Performances (“Call and Response”) (15% )

- Coordinate all *Call and Response* Events, including communications and problem solving with relevant staff, faculty, students, parents, and community partners;
- Track data from Call and Response Events timely;
- Respond to community and client inquiries within 48 hours (coordinate with Program Leadership to identify appropriate performance groups).

### Facility Rentals (15%)

- Act as initial point of contact for all rental requests, providing technical and facility information to interested parties;
- Determine equipment and staffing needs and calculate cost estimates;
- Obtain signed contracts, deposits and final invoicing following events;
- Oversee the rental agreements and track all invoices, revenue and expenses associated with facility rentals.

### Coordination of Building Maintenance and Repairs (20%)

- Oversee the preparation of bid specifications, service level agreements and related bidding documents for service contractor requirements;
- In collaboration with the Director of Student Development & Training, coordinate ongoing preventive maintenance and repairs; communicate and schedule contractors as needed for facility repairs, including electrical, plumbing, HVAC, fire system (alarm system, extinguisher, standpipe and sprinkler), elevator, pest control, telephone service, roof, and building interior and exterior finishes and improvements;



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- Schedule quarterly and annual inspections of all systems, including inspections required to meet California Department of Buildings and FDCA code;
- Schedule and manage custodial contractor and maintain stock of cleaning equipment and supplies; light assistance with cleaning and maintenance as needed;
- Oversee room set up for main site classes, ensuring that all rooms are appropriately set up for the first class of the day;
- In collaboration with Human Resources, update and manage the Injury Illness Prevention Program (IIPP) and ensure that First Aid Kits are up to date;
- In collaboration with the Controller, track facility expenses and provide cost projections for building systems, including electrical, plumbing, HVAC roofing, painting, house seat maintenance, garbage removal, and carpet cleaning/replacement;
- Evaluate equipment needs, including maintenance, upgrades, storage, inventory, and purchases;
- Oversee documentation archives and training for all technical equipment and maintain inventory files for insurance purposes;
- Maintain/update safety and emergency procedures for theater workers/other staff.

## **Knowledge, Skills and Abilities (typically required of the position)**

- Demonstrated experience with the technical aspects of theater and/or significant experience/education in theater management;
- Ability to operate a Mac Operating System, Microsoft Excel, Microsoft Word, and Google calendars;
- Must have strong written and verbal skills and the ability to communicate with a diverse audience;
- Ability to communicate clearly and concisely; both orally and in writing;
- Ability to lift at least 35 pounds;
- Ability to supervise and train on-call production/technical crew;
- Ability to identify and solve technical theatrical problems;
- Ability to interact and engage with a diverse staff;
- Ability to work evenings and weekends as needed;

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- This position requires a combination of education and experience reflecting possession of the required knowledge, skills and abilities. A typical combination would include a minimum of five (5) years of experience working in a similar organization or theatrical environment, including production and facilities management, an associate's degree or its equivalent supplemental coursework in



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any of the following fields: construction management, facilities operations or related field.

- In addition to the above, a minimum of three (3) years experience involving maintenance planning, building maintenance or construction trades.
- Current valid CA driver's license and ability to drive a car when needed;
- Demonstrated experience with the technical aspects of theater and/or significant experience/education in theater management..
- Strong written and verbal skills and ability to communicate with a diverse audience.
- Ability to lift 35 pounds.
- Knowledge of performance management concepts to effectively supervise staff
- Must be comfortable working with children and educators.

## **Preferred Knowledge/Skills**

- Possession of OSHA Lift/Scissor Certificate

## **Supervision**

- May supervises 10-20 part time, seasonal/on-call production technical crew staff as needed.

## **Work Schedule (40 hours per week)**

- Monday – Friday, 10am-6pm, some evenings and weekends required

## **Other Requirements:**

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.

**Compensation:** \$35-\$37/hour DOE

**Application Process:** If interested, please submit the following documents to Deborah Preston, Director of Human Resources:

[deborah.preston@eastbaycenter.org](mailto:deborah.preston@eastbaycenter.org)

- Resume and cover letter as a Word or PDF document
- A list of 3 professional references
- Please include in the subject line: Facilities and Production Coordinator



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