

## transcenDANCE is Hiring!

### Facility Operations Manager

transcenDANCE Youth Arts Project seeks applications from qualified individuals for a new, part-time position, Facility Operations Manager, at our new home on the ground floor of an affordable housing complex in Lemon Grove.

The transcenDANCE Youth Arts Center includes a main studio as well as access to an additional studio, administrative offices, a community room, kitchen, and offices for individual and group therapy. Furthermore, it will provide us with opportunities to host other artists and creative youth development organizations for meetings, rehearsals and performances. An active rentals program will allow us to grow our earned revenue stream.

The Facility Operations Manager has three areas of responsibility:

- 1) the safety and effectiveness of the facility in the organization's day to day operations,
- 2) the use of the facility as a source of earned revenue through rentals to outside parties, and
- 3) the maintenance and management of the facility's equipment and IT systems.

The successful candidate will be looked to for their knowledgeable guidance – a subject matter expert – in all issues that relate to the use of the transcenDANCE Art Center as our home and as a welcoming facility for outside users.

This is an exciting time for transcenDANCE as we celebrate a new chapter in our story. We are committed to embracing our role in racial equity transformation and are developing and utilizing a strategic plan that prioritizes antiracist policies, practices, and a comprehensive training curriculum for staff, artists, board members, students and alumni. We highly encourage all qualified candidates to apply. We will respond with status updates to every applicant. Our location is on the trolley line for easy access. We look forward to hearing from you!

A complete job description is included with this announcement and also available [here](#).

**Applications will be accepted through Tuesday, April 27, 2021.**

Send a résumé and letter of interest. In your letter, tell us how your skills and experience can help us achieve our goals for a safe, efficient, profitable and welcoming place.

Send your documents, preferably in **one** PDF to [victoria@artcareercafe.com](mailto:victoria@artcareercafe.com). You may also use this email address to direct your questions about the position.

## **FACILITY OPERATIONS MANAGER**

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Classification:	Non-exempt	Status:	Part-time hourly, paid holidays and PTO	Pay range: \$21-\$25 per hr.
Department:	Administration	Report To:	Managing Director	

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## **ORGANIZATIONAL OVERVIEW**

transcenDANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcenDANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the [Creative Youth Development National Partnership website](#).

transcenDANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

## **Equal Employment Opportunities**

transcenDANCE embraces its role in racial equity transformation and is developing and utilizing a strategic plan that prioritizes antiracist policies, practices, and a comprehensive training curriculum for staff, artists, board members, students and alumni.

transcenDANCE provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **POSITION DESCRIPTION**

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The Facility Operations Manager is a position with three areas of responsibility: 1) the safety and effectiveness of the facility in the organization's day to day operations; 2) the use of the facility as a source of earned revenue through rentals to outside parties; and 3) the maintenance and management of the facility's equipment and IT systems.

This is a critical position for its role in ensuring the proper care of our new transcenDANCE Arts Center in Lemon Grove both in proactive efforts to maintain the space, as well as the efficient management of facility-related emergencies. This role can at times require the ability to manage and work effectively with competing priorities and parties. Further, it requires some flexibility with the work schedule to support duties related to facility maintenance needs and managing its use by renters. It requires a balance of excellent inter/intra-personal skills and facility operations experience and expertise.

The Facility Operations Manager is looked to for their knowledgeable guidance – a subject matter expert – in all issues that relate to the use of the transcenDANCE Art Center as transcenDANCE's home and as a welcoming facility for outside users.

This job description is only intended to illustrate the various types of work that may be performed. The omission of specific statements of duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **ESSENTIAL DUTIES**

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### **FACILITY MANAGEMENT**

#### **Caretaking**

- Oversee and ensure proper caretaking of the transcenDANCE Arts Center, including studios and offices, and its future expansion to include a performance venue
- Maintain or ensure the ongoing maintenance of all equipment
- Conduct and document regular facilities inspections to ensure facility upkeep
- Supervise maintenance, repair, refurbishment and renovations of facilities and equipment
- Be reachable outside of scheduled work hours as needed for emergencies (i.e., security or maintenance)

#### **Vendor and Supplier Management**

- Obtain quotes and proposals from vendors and suppliers, calculating/comparing costs for goods and services, and negotiating contracts to optimize delivery and cost saving
- Coordinate and monitor activities of contract suppliers, contractor and vendor relationships
- Manage and review service contracts to ensure facility needs are being met

#### **Maintenance and Supplies**

- Proactively identify and resolve in a timely manner building/facility and equipment maintenance needs in addition to those identified by transcenDANCE staff
- Manage facility-related equipment and supply needs, including furniture, telecommunications, lighting and audio video equipment, office equipment and supplies, and climate control
- Document processes and keep maintenance and supply records

#### **Budgets**

- Prepare and track facility and maintenance budgets, monitor expenses and payments
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, income, expenditures and purchases

#### **Plans and Policies**

- Work with staff to develop studio policies and practices for opening and closing, as well as during program hours
- Establish policies and procedures to ensure technology and equipment are used and maintained properly
- Create and implement a Cal-OSHA workplace safety plan

transcenDANCE Youth Arts Project  
Facility Operations Manager Job Description (cont'd)

- Create and oversee/implement a workplace emergency preparedness plan
- Develop and manage practices and policies related to Covid-19 safety procedures, staying abreast of County Department of Health requirements
- Create an annual plan for equipment maintenance and replacement as needed

**Facility Security**

- Ensure facility security (access control) at all times
- Review security systems and plans annually and upgrade or improve as needed
- Test building security systems and promoting safety within the building

**RENTALS**

- Market and solicit new facility rentals
- Maintain relationships with recurring facility renters
- Monitor and schedule facility rentals to maximize revenue and space utilization
- Oversee and manage all rentals including liaising with renters, creating and maintaining contracts, invoicing and receiving payments, and organizing support staff as necessary
- Respond to renters' needs in a timely manner, providing excellent customer service

**IT COORDINATION**

- Create and implement protocols for the use of IT across departments and programs
- Provide guidance on IT purchases, services and suppliers
- Provide technical support or training for software systems, networks and computer/technology equipment
- Perform troubleshooting, repairs and data restoration as well as ongoing back-ups and maintenance
- Maintain licenses and upgrade systems as needed
- Be the subject matter expert on the organization's software, hardware and networks

**POSITION REQUIREMENTS**

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**MINIMUM QUALIFICATIONS**

- Demonstrable facility operations experience, two years or more
- Demonstrable skills and experience managing and supporting IT/systems in an organization
- Ability to work with diverse groups of people: students, families, admin staff, artists
- Highly proactive, able to identify and resolve issues through critical thinking/problem solving
- Work well independently as well as with teams and in a team environment
- Reliability, capable of self-direction, detail-oriented and efficient

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Facility Operations Manager Job Description (cont'd)

- Excellent time-management and organizational skills
- Strong verbal and written communication skills
- Proficient in MS Office, Google docs

**IDEAL CANDIDATES**

- Have significant experience in a similar facility environment
- Are experienced with rentals management
- Are able to create an environment that supports collaboration and productivity
- Are experienced with selecting, maintaining and implementing workplace technology
- Have strong customer service skills/experience
- Have Spanish speaking abilities

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- A majority of the work is performed at the Lemon Grove campus in the office, studios, and community room spaces
- Some administrative work may be conducted remotely

**EXPECTED HOURS OF WORK**

This position is budgeted for 24 hours per week plus time spent when responding to needs on-call. A schedule will be developed at hiring to provide consistent but flexible coverage. Occasional night and weekend hours may be necessary and schedule adjustments will be made to accommodate those needs.

**TRAVEL**

Occasional travel within Lemon Grove and San Diego