



Position: Facilities Manager

Reports to: Managing Director

THE POSITION

The Facilities Manager is responsible for the day-to-day management of Ballet BC's new artistic and administrative home at 1286 Cartwright St on Vancouver's Granville Island, the city's premier arts and culture community. The primary functions of this newly developed role are to oversee and coordinate non-Ballet BC studio and venue rentals; hire, liaise and coordinate with Ballet BC staff and external vendors and contractors as necessary in order to maintain the facility and upkeep office systems; and oversee facility health and safety procedures and protocols as required. The ideal candidate will possess strong organizational and customer service skills, excellent problem-solving abilities, and have an interest in working with a wide range of people and departments, preferably within an arts environment. This is a part-time position working 20-24 hours per week, reporting to Ballet BC's Managing Director.

THE COMPANY

Ballet BC is a company of 20 talented dancers from Canada and around the world that is committed to contemporary dance. Solidly grounded in the rigour and artistry of classical ballet, with an emphasis on innovation and the immediacy of the 21st century, the company presents a distinct and diverse repertoire of the most sought-after Canadian and international contemporary ballet choreography. Ballet BC continues its commitment to perform highly acclaimed productions on regional, national and international tours in addition to its regular performance season at the Queen Elizabeth Theatre in Vancouver. The largest dance organization in British Columbia, Ballet BC is a professional contemporary ballet company located in the heart of the culturally vibrant city of Vancouver, situated on the traditional, ancestral and unceded territory of the Coast Salish peoples—Sḵwx̱wú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) First Nations. Recognized as one of the world's most livable cities, Vancouver is surrounded by wild, natural beauty.

ROLE AND RELATIONSHIPS

- Maintains a strong overall working relationship with the Director of Production, Finance and Managing Director.

- Works closely with the Company Manager and Director of Production on the general maintenance of the facility in relation to its use by Ballet BC artists and collaborators.
- Works closely with the Director of Development, Individual Giving, Foundations, and Events as well as the Events Coordinator to book, plan and execute Ballet BC and non-Ballet BC events and rental activities in the facility.
- Maintains a strong working relationship with the Managing Director, Director of Marketing and Director of Artistic Operations in the execution of all revenue-generating activities involving the use of the facility.

KEY RESPONSIBILITIES

- Acts as key contact leading up to Ballet BC's relocation in winter 2022/23
- Serves as on-site facility manager, identifying general maintenance issues and major repairs and sources, selects, and negotiates with contractors.
- Coordinates with rental clients, and serves as on-site point of contact for facility space rentals; ensures renters are compliant with contractual agreements, spaces are used safely and respectfully.
- Works with event producers (internal and external) to ensure that events have the necessary support to operate simultaneously; facilitate site visits with prospective renters and participate in meetings as needed.
- Serves as a Ballet BC fire liaison and assist in the event of an emergency at the facility, ensuring compliance with Vancouver Fire Department safety policies.
- Serves as primary point of contact for health and wellness consultants regarding equipment and space, ensuring it is fully operational and safe.
- Manages current IT systems in conjunction with IT contractors.
- Occasionally provides on-site technical support to studio users regarding the use of in-studio filming/streaming equipment and sound systems for live, online and hybrid classes and rentals; orient new users and renters on equipment.
- Works with Ballet BC leadership to develop and implement facility operational policies and procedures.
- Maintains access codes/keys for all staff and artists.
- Assists in developing an annual facilities budget.

QUALIFICATIONS

- Minimum two years' experience in facility or operations management, preferably within a performing arts environment

- Event management, stage management, hospitality management or comparable experience an asset
- Experience with venue scheduling software, database management, and Microsoft Office
- Experience in customer service
- Experience working with contract workers and negotiating service agreements
- Excellent understanding of administrative processes including accounting activities
- Superior judgment and interpersonal skills with a strong solutions-oriented approach
- Self-motivated with the ability to work both independently and as part of a team
- Superb organizational and time management skills
- Excellent written and oral communication skills

Please note this role has a flexible work schedule; evening and weekend work will be required.

HOW TO APPLY:

Please send your cover letter and resume by email to hr@balletbc.com by September 9, 2022.