



Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Facility Manager

Department: Finance & Operations	Pay Rate: \$54,000/year
Supervisor: Director of Finance & Operations	Status: Full-Time, exempt
<i>Job Description Revised January 2022</i>	Location: Seattle, WA
<i>Desired Start Date: March/April 2022</i>	<i>Position Open Until Filled</i>

Position Overview: This position supports the oversight and maintenance of the Taproot Theatre Company Facilities.

Areas of Responsibility:

- Oversee and maintain current facilities.
- Maintain leases with tenants renting Taproot space and oversee compliance with Taproot Theatre's leases and off-site rental agreements.
- Oversee day to day building operations and janitorial services to assure smooth functioning and support of Taproot Theatre's artistic and community services.
- Work in conjunction with facility team and Board Capital Committee to maintain immediate and long-term facility needs and projects
- Manage vendor relationships and be onsite for vendor meetings and services
- Manage maintenance and service contracts
- Manage and/or perform maintenance projects as needed
- Work in collaboration with facilities team to support building rentals including staffing, custodial needs, equipment needs, etc.

Desired Qualifications/Skills

- Building Management, facility maintenance, or other comparable experience
- A passion for the mission, vision, and values of Taproot Theatre Company
- A passion for theatre and arts education
- Strong interpersonal skills
- Attention to detail and high expectations for project outcomes
- Ability to work independently and as part of a team
- Carpentry experience a plus
- Familiarity with plumbing, electrical, etc. a plus
- Familiarity with facilities related IT/technical support a plus
- Ability to work a sporadic schedule including some nights and weekends and respond to unexpected building needs, as required

Benefits: This position is eligible for paid time off, health, dental, vision benefits, and participation in the TTC 403b plan.

The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law. As a religious organization, Taproot gives lawful preference in employment to certain employees and prospective employees on the basis of religion.

Equity & Inclusion: Taproot strives to become an anti-racist organization that prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees may be asked to participate in regular trainings and discussions and to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression that permeate our industry.

Faith at Taproot: As a religious, Christian faith-based organization, the Christian faith is at the center of Taproot's mission. Those in leadership are expected to embrace the essential tenets of the Christian faith and have a vibrant faith life. Prayer is also a part of life at Taproot. All are welcome to participate in these times of prayer, although participation is not required. Other than leadership positions that have a faith requirement, Taproot welcomes folks of other faith traditions, or no faith tradition, who are comfortable working in a Christian environment and can respect Taproot's mission.

Physical Requirements: This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment; Taproot Theatre is currently employing a hybrid work environment however this position will be required to work onsite for a portion of this job scope. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Public Health: Taproot currently requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be a vaccine card (copy or photo accepted), Washington state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Ariel Bradler, ariel@taproottheatre.org