

Friday, August 12, 2022

Facilities Manager

Company: Dance Place
Location: Washington DC, DC
Compensation: \$43,000 annually

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Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a Facilities Manager. This is a 40-hour-per-week, salaried, year-round position with benefits. The Facilities Manager will report to the Finance and Operations Director. The ideal candidate will have 2 or more years of facilities management experience and embrace Dance Place's mission to build a community of artists, audiences, and students through high-quality performances, commissions, training, and educational programs and our commitment to enriching the field of dance locally, nationally and internationally.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's mission and values, be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Facilities Manager

Number of hours per week: 40

Department: Operations

Immediate supervisor: Finance and Operations Director

Salary: \$43,000 annually

Benefits: Dance Place offers our employees extensive paid time off, self-managed mental health and medical leave, a (401) K plan, health insurance, and pre-tax travel benefits. Employees are able to take class and attend Dance Place performances for free.

Position Overview

The Facilities Manager oversees general upkeep, maintenance, and repairs of all Dance Place spaces, including the main building, leased space in the Brookland Artspace Lofts, 3210 8th st NE, and the Edgewood Arts Center.

The Facilities Manager utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, equipment and grounds. Working under limited supervision, they will monitor building system operations and performance, and will utilize several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling. This can include direct hands-on projects, as well as coordinating with contractors and specialists as needed.

Facilities Manager Responsibilities

- Ensures phone and internet services are working well in all spaces
- Ensures sound systems are working well in the dance studios
- Ensures plumbing, electricity, and HVAC systems are working well in all spaces
- Oversees the key and fob needs for all parties, and has key copies made as needed
- Oversees fire safety concerns including inspections and upkeep of all fire extinguishers
- Provides event setup and breakdown support as needed
- Serves on the Emergency Preparedness Committee and attends All Staff meetings and Operations team meetings

- Keeps an eye out for safety concerns in all spaces and takes action to ensure safety is a priority
- Creates and maintains the facilities budget with the Finance and Operations Director
- Personally handles some repairs and maintenance within their skill set
- Interfaces with vendors for facilities and grounds as needed, including the gardening, cleaning services, IT, utilities, HVAC, snow removal, etc.
- Inspects the quality of work performed by contract vendors and outside technicians
- Responds quickly to emergency situations, summoning additional assistance as needed
- Creates an annual maintenance calendar, and updates detailed records of all maintenance performed
- Performs other duties as assigned

Qualifications

- Certification in one or more of the following: electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, or carpentry
- Proficiency with repair tools and techniques
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors, and team members
- Great time management, organization, and prioritization abilities
- Keen attention to detail and efficient problem-solving skills
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Availability to work nights and weekends as needed

Due to the in-person nature of the position, those who wish to apply for this position will be required to be fully vaccinated against COVID-19. This is defined as 2 weeks after receiving the last eligible dosage, inclusive of booster shot(s). The applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus and adhering to frequent hand sanitization to prevent the spread of illness.

All offers of employment at Dance Place are contingent upon results of a thorough background check. Background checks will be conducted on all final candidates prior to an offer for employment being extended.

HOW TO APPLY: To apply, send a cover letter, resume and two references to employment@danceplace.org. No phone calls please.

Applications will continue to be accepted until the position is filled, with a priority application date of August 29th 2022. No phone calls please.

Dance Place
3225 8th St NE Dance Place
Washington DC, DC, 20017
danceplace.org

For more information:
Emily Crews
employment@danceplace.org

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