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Monday, October 7, 2019

Facilities Services Coordinator

Company: New York Live Arts

Location: New York, NY

Compensation: \$33,000 - \$35,000

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New York Live Arts

JOB POSTING

Facilities Services Coordinator

(Full-time Exempt)

New York, New York

DEPARTMENT: Operations

SALARY: \$33,000 - \$35,000 Annually

REPORTING RELATIONSHIPS: Reports directly to the Operations Manager

POSITION SUMMARY:

New York Live Arts seeks a Facilities Services Coordinator to report to the Operations Manager.

The person in this role functions as the on-site contact for facility and Information Technology concerns, coordinates building repairs, manages building access, assists with employees workstation concerns and troubleshoots related issues. The Facilities Services Coordinator maintains the safety of the building and its equipment while ensuring Live Arts is compliant with applicable laws related to fire safety, security and other vendor certificates.

SCOPE AND RESPONSIBILITIES:

The Facilities Services Coordinator is available for daily assistance to the general staff and coordinates tasks with the Director of Production. This person also provides administrative support to the Operations Manager.

The various administrative and maintenance tasks of this position includes and not limited to:

Administrative Duties:

Open building as scheduled by the Operations Manager and in the event due to scheduling

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personal days;

Provide Front Desk support including answering phones, checking-in clients through Mindbody software, create and maintain necessary Front of House documents, fill-in shift vacancies;

Post job openings by various departments through the use of organizational spreadsheet;

Issue and manage Key Card access.

Informational Technology:

Communicate with IT contractor and internet service provider during service disruptions, upgrades and any related online connectivity issues;

Maintain log of equipment inspections and upgrades;

Provide phone, internet, printing and other related office support to staff as needed;

Investigate new vendor services for phone, internet, or any other IT systems as needed.

City Inspections:

Assist inspectors from the FDNY, Con Edison and other municipal departments as necessary;

Maintain and organize necessary licenses, building and fire code documents for on-site monthly inspections that are often unscheduled;

General Equipment Maintenance:

Maintain elevator inspection schedule and coordinate all elevator repairs as needed;

Organize log for fire extinguishers and ensure updates are scheduled every 3-6 months with service company;

Work with facility super and maintenance personnel to ensure water tower and HVAC systems are properly inspected and maintained. This includes weekly water tower tests that must be documented and chronologically organized;

Schedule fire alarm and sprinkler inspections to ensure Live Arts is compliant with city statutes and codes, schedule repairs as needed.

General Building Maintenance:

Conduct weekly facility walk-throughs and document issues in the maintenance log. Under the supervision of the Operations Manager, assign cleaning and repair tasks to the maintenance personnel and coordinate such tasks with the Production department as necessary. Investigate and schedule contractors to perform related tasks such as bi-annual administrative offices cleaning, window cleaning, etc.;

Perform building maintenance duties including general painting & wall repair, light bulbs replacement in light fixtures and keep inventory of paint and repair supplies, fix locks, doors, office cabinetry as needed;

Assist Live Arts' staff with deliveries and other logistical needs as directed by the Operations Manager;

Supervise maintenance personnel to ensure the execution of daily tasks including: vacuuming, facility mopping, window cleaning, recycling, etc. Maintain scheduling of maintenance personnel and increase cleaning staff when necessary;

Perform monthly ordering of office and cleaning supplies and organize the copier room and cleaning supplies stock-room. Schedule servicing and repairs of copier machines as needed;

Maintain upkeep of kitchen located on the administrative office floor and conduct bi-weekly discarding of expired kitchen food and beverage items;

Schedule servicing of facility drinking water-coolers to ensure filtration system is working properly and updated;

Schedule and assist exterminators during facility inspections and update inspection log accordingly.

White & Robbins Studios:

Troubleshoot all issues of the audio systems and coordinate with Production Department when necessary;

Schedule contractors for soft goods flame resistant treatment and update certificates;

Open and close wall partition for residency artists, programming events and renters when needed;

Schedule bi-annual piano tuning located in the White studio when necessary;

Adjust thermostat in both studios for temperature control as needed;

In coordination with Operations Manager and Director of Production, schedule monthly and annual maintenance periods based on information gathered during building walk-throughs, and BTJ/AZC, season artists and rental client concerns.

Conference Room:

Schedule and confirm conference room bookings for office renters and staff;

Open and close wall partition for rental clients and internal programming including but not limited to; board meetings, programming events and other related meetings;

Assist office renters, staff and rental clients with technology in Frank conference room. This includes troubleshooting technology issues for laptops, monitor use and conference calls.

Lobby/Art Installations:

Assist Programming, Production and the Creative Director to coordinate the installation and removal of vinyl and other art installations on the Ford Foundation Gallery wall. Assist and coordinate other art installations in the lobby or other areas of the building when necessary.

REQUIREMENTS:

Enthusiastic and positive demeanor with impeccable interpersonal skills;

Must be a self-starter, take initiative and be assertive in anticipating the needs of the administrative staff and Chief Executive Officer;

B.A. and 1-2 years of administrative experience;

Strong verbal and written communications skills;

Strong computer and information technology (IT) skills;

Professional phone manner and positive front desk interfacing with renters and general public;

Excellent organizational capabilities;

Ability to work collaboratively with staff and contractors;

Ability to maintain confidentiality about the institution, its donors and its staff;

Willingness to work occasional nights and weekends as needed;

Knowledge of dance and the related arts a plus;

Bi-lingual speaker a plus;

Light carpentry skills a plus.

TO APPLY:

Candidates are invited to send a cover letter, resume, example paperwork and references (no phone calls please) to careers@newyorklivearts.org. Applications will be accepted until a final candidate is chosen. Please include the following in SUBJECT line when submitting application: "Facilities Services Coordinator Search"

New York Live Arts is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

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Contact

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