

Facilities and Production Manager
South Orange Performing Arts Center
South Orange, New Jersey
www.sopacnow.org

Reports to: Director of Production and Facilities

Manages: facilities, sub-tenant, rental, contractor, and vendor relationships including but not limited to cleaning and maintenance contractors.

Key working relationships: members of the production and facilities teams, artist/act agencies and managers, facilities committee, SOPAC staff, Facility sub-tenants, SOPAC rental clients, Township employees.

Schedule: approximately 40-hour work week, Monday – Friday with frequent night and weekend obligations (sometimes 1-2 nights/weekends per month or more with high variability based on production calendar)

OPPORTUNITY AND KEY PRIORITIES

South Orange Performing Arts Center, recognized time and again as one of New Jersey's favorite performing arts centers, seeks a Facilities and Production Manager to join a growing team committed to presenting richly diverse transformational arts experiences in the creatively kinetic South Orange-Maplewood regional community in Northern New Jersey.

The Facilities and Production Manager is a member of SOPAC's production and facilities team reporting to the Director of Production and Facilities and is responsible for maintenance, cleanliness, security, and safety of the SOPAC campus, as well as supporting production efforts through administrative and light production functions.

Top priorities for our Facilities and Production Manager will include:

- Ensuring that our facilities common areas and employee workspaces are clean and functional.
- Ensuring maximally safe and secure campus Ensuring that our campus is secure and safe through instructed practices.
- Performing various delegated production tasks including but not limited to stewardship of artists and renters in the building, email communications, meetings, assisting in the scheduling of labor, rentals, and purchasing of hospitality.

ABOUT SOPAC

The South Orange Performing Arts Center (SOPAC) is an award-winning regional arts center that presents innovative artistic and educational cultural experiences through music, theater, dance, comedy, and family performances in an intimate and welcoming environment.

SOPAC's mission is to offer audiences exhilarating and diverse arts entertainment in its intimate venue, serving as the cultural heartbeat of the greater South Orange / Maplewood region and contributing to the economic and social vibrancy of its highly diverse community.

SOPAC first opened its doors in 2006. Through visionary leadership and an unwavering commitment, SOPAC has become a cultural centerpiece for the region, an economic driver for the community, and a catalyst for artistic opportunity.

SOPAC is an accessible cultural destination that presents world-class artists in an intimate and welcoming environment. The Jennifer & Tony Leitner Performance Hall is a 439-seat mainstage theatre with superb acoustics, sight lines and seating. Audiences remark that performances in this space is like having their favorite artists right in their own living room. Artists acknowledge that the atmosphere encourages conversations with audiences. The Loft at SOPAC is a 2,170 square-foot multi-purpose space used for performances, rehearsals, classes and special events. A multi-screen cinema is also part of the SOPAC creative campus.

The unique architecture of SOPAC, which includes a stunning 3-story glass-enclosed atrium, is also home to SOPAC's Herb + Milly Iris Gallery. Beyond the building, SOPAC co-produces local events such as South Orange Summer Nights and serves students and schools through a number of education programs.

SOPAC is an Equal Opportunity Employer (EEO). SOPAC is proud to be an equal opportunity and affirmative action employer. We have a deep commitment to our nonprofit mission and positively impacting our culturally diverse community. We are an organization that embraces differences and strongly encourages individuals from underrepresented backgrounds to join our dynamic and inclusive team.

SOPAC LEADERSHIP

SOPAC has a newly appointed Executive Director in Stephen Beaudoin – recognized by *Musical America* magazine as one of the music industry's "Top Movers and Shapers" and an honors alum of New England Conservatory of Music with an MBA from the University of Virginia Darden School of Business. Under Beaudoin's leadership and that of board chair Doug Newman and the entire staff, board, and community of supporters, SOPAC is at an exciting key inflection point in its organization development.

RESPONSIBILITIES

The SOPAC Facilities Manager performs many maintenance, safety and management tasks that promote a clean and safe working environment for the building's employees as well as various tasks assigned by the Director of Production & Facilities.

Production – 25% of time

- Stewardship of artists and renters for mainstage and loft performances when needed, including serving as official SOPAC Steward for anywhere from 2 to 5 or more performances per month on nights and weekends (tasks to include artist relationship stewardship, fulfillment of payments, liaison with production stage manager, etc.)
- Purchasing of hospitality for mainstage performers, assisting in the procurement of equipment rentals.

- Maintain stock of production-related supplies, I.e. Gaffers tape, Lamps for stage lights, tie line, etc.
- Assisting in the hiring and scheduling of production labor.

Maintenance/Cleaning – 50% of time

- Daily walkthrough of building to identify any issues.
- Changing light bulbs, spot cleaning if needed during day.
- Assisting in ensuring all building systems are functional.
- Maintain stock levels of cleaning and other facilities related supplies and replenish within budget.
- Assisting in ensuring compliance with state and federal regulations I.e Fire safety code, OSHA, EPA, ADA, NJDEP.
- Bi-annual stage painting.
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.
- Preparing facilities for changing weather conditions.
- Scheduling routine inspections and emergency repairs with outside vendors.

Contractor/ Vendor Management 25% of time

- Coordinating with cleaning crew when larger scale cleaning projects are needed.
- Being on-site for scheduled contractor visits as liaison.
- Following up with contractors/vendors when needed.
- Assisting in scheduling contractors/vendors.

QUALIFICATIONS:

- Bachelor's degree in Business, Engineering, or equivalent professional level experience
- 3-5 years of experience in facilities maintenance and Production or equivalent related functions
- Knowledge of OSHA and other environmental regulations
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Must be a well-organized, detail and customer (internal and external) oriented self-starter
- Strong procurement and negotiation skills

APPLICATION PROCEDURES

A review of prospective candidates will commence immediately, continuing until the position is filled. Interested and qualified individuals, and recommendations of same, are encouraged to submit their credentials as soon as possible for full consideration to the person listed below.

Please submit the following documents in the order shown as one PDF file, saved as:
Candidate First Name_Candidate Last Name_SOPAC-Facilities-Production-Manager.pdf

- Cover letter (maximum one page) describing your interest and alignment with this opportunity;
- Résumé or CV (maximum three pages);
- Three professional references, including name, email, phone, and one sentence that describes the nature of the relationship (these will only be utilized for candidates that advance to the finalist round)

Anticipated start date: February-March of 2023

Salary Range: \$50,000 to \$60,000. SOPAC provides a competitive benefits package that includes medical and dental coverage, PTO and other time off, and a 403b retirement plan with employer matching contribution.

Applications or recommendations for qualified candidates will be accepted via email only to:

Rob Cruz
Director of Production and Facilities
SOPAC
rob@sopacnow.org