



Facilities Director Festival of Arts/Pageant of the Masters

The Festival of Arts - we bring art to life! As a local non-profit leader, we support the growth and development of the arts in Laguna Beach and produce two world-renowned events: The Festival of Arts Fine Art Show and the Pageant of the Masters.

The Festival of Arts is committed to providing a welcome and inclusive environment for all patrons, artists, employees and volunteers.

Department: Operations, reports to the Board through the Operations Liaison.

Employment Status: Full-time, year-round, Exempt

Hours: Off Season: M-F 8:30 am to 5:00 pm but includes occasional weekends closer to the start of the summer season. In June, July and August may include weekdays, weekends and evenings, depending on the needs of the business. Expected to be frequently on the Festival grounds in the evenings in July and August.

General Description:

This position is part of the executive leadership team at the Festival and is responsible for managing the day-to-day operations of the Festival of Arts/Pageant of the Masters facilities. This includes installation of equipment, alarm systems, phone system, landscape and grounds maintenance, preventative maintenance and repair work, sound and DMX lighting for the concert stage. Additionally, this position obtains competitive bids and awards for construction that would occur in the scope of all normal facilities maintenance, including repairs and remedial work.

Essential Duties and Responsibilities:

- Responsible for managing a team in the maintenance and preventative maintenance efforts including the physical aspects of the property's HVAC, electrical, plumbing, carpentry, roofs, painting, appliances, grounds and landscaping needs. Includes the management of appropriate outside vendors and contractors.
- Supervises full and part-time staff. Manages work assignments and oversees progress of ongoing maintenance programs. Hires and oversees training and supervision of seasonal staff members.
- Prepares annual operations department budget and monitors expenses and accounts payables.
- In coordination with the Exhibits Director, assists in artist booth space planning and construction of booth structures.
- Oversees summer grounds maintenance, including cleaning of Irvine Bowl theater.
- Oversees operations staff in setup, take down and clean up for Festival concerts and events as needed.
- Ensures team completes all required safety training and that all work is conducted in accordance with industry best practices and the Festival's Illness and Injury Prevention Plan (IIPP). Conducts and documents safety meetings and safety inspections.

- Represents the Festival in obtaining city-required permits for washing of Pageant amphitheater (Irvine Bowl), sign permits and for any other City requirements as needed.
- Oversees alarm systems.
- Assists Festival IT contractor with installation of computer hardware, software, and internet phone system as needed.

Requirements:

- High school diploma required
- Certification in related fields of expertise a plus
- Requires 3 to 5 years previous experience in equivalent technical or work experience in facilities maintenance.
- Ability to frequently use general maintenance tools, supplies and equipment such as, but not limited to, hand tools, pressure washers, blowers, paint equipment, ladders, landscaping equipment, and safety equipment and ability to train others in their safe and appropriate use. Must be comfortable with heights.
- Read, write and speak English fluently.
- Knowledge of OSHA (California and Federal) regulations and safety codes and standards required. Relevant laws, codes, ordinances, regulations, applicable building codes, fire regulations and safety precautions.
- Strong communication skills and interpersonal skills to successfully interact with co-workers, board members, staff, artists, and the public. Strong conflict and leadership skills.
- Must be able to work additional days and hours prior to and during the summer season including nights and weekends. Requires consistent attendance. May be required to respond to emergency calls after hours including evening, weekends and holidays.
- Solid performance management skills, including the ability to communicate performance expectations, document performance conversations, coach and document performance issues and complete performance appraisals.
- Strong attention to detail. Ability to read schematics, flow diagrams and technical drawings highly desirable.
- Able to consistently exercise sound judgment and strong decision-making skills.
- Must be forklift and scissor lift certified, have a valid California Driver's License and an acceptable DVM record.
- Must be able to work in an outdoor environment with exposure to dust, various temperatures and weather conditions.
- While performing the duties of this job, the employee may be required to work in confined spaces, stand, sit, and walk, climb a ladder or work from an elevated lift. Comfortable working at heights.
- Working knowledge of computer setup and internet phone systems.

Offer is contingent upon the successful results of a criminal background check and a pre-employment physical screening.

Compensation and Benefits: Salary Range \$95,000 to \$105,000. Generous benefit package with medical, dental, vision, life insurance, 403(b) (401K for non-profit) with company match, paid sick, vacation and 19 paid holidays.

To Apply: Please complete an application online and submit a resume at www.foapom.com/jobs.