

Wallis Annenberg Center for the Performing Arts

FACILITIES MAINTENANCE TECHNICIAN

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

Reporting to the Facilities Manager, the Facilities Technician and is a key part of the facilities team that is responsible for the maintenance, repair and operations of all physical facilities for The Wallis performing arts campus that includes administrative offices, classrooms, two theaters, and multiple outdoor and indoor spaces including a grand hall, lobby, outdoor sculpture garden, promenade terrace and education courtyard.

If you are technically skilled with a keen eye for detail, an ability to learn new skills quickly, a curiosity for how things work, and a passion for working with your hands, this is an excellent opportunity to grow your career in facilities management.

WHAT YOU'LL DO

- Oversee routine repair and maintenance including procedures on buildings, mechanical equipment, and utility systems including HVAC system schedules, required inspections and cleaning;
- Perform basic structural, plumbing, and electrical repairs, preventative maintenance and inspections;
- Conduct daily walk-throughs of the building and grounds to identify repair requirements and enhancement projects as needed and assigned;
- Identify and report safety hazards and building security concerns with recommended solutions;
- Comply with all safety procedures and requirements; Maintain compliance to City, County, State ordinances and codes;
- Perform upgrade projects to enhance appearance and function of facilities. Procure materials as needed;
- Complete regular checklists on building equipment maintenance procedures and maintains records of past and scheduled maintenance; Maintain inventory of building supplies.
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken;
- Maintain operations and facilities records, reports, forms, office files and memoranda;
- Manage administrative records including invoices, building damage and repairs, building licenses and permits, and related reports.
- Work closely with the Facilities Manager to ensure that all building requirements are met including fire codes, lighting systems, general building repair and all other issues that affect staff and patron comforts.
- Set up furniture and equipment for events

SKILLS & EXPERIENCE NEEDED

- 2+ years directly related experience in facilities maintenance and/or operations.
- Must obtain genie lift operation certification (employer paid).
- Solid understanding of general maintenance and quick to learn new skills.
- Fundamental knowledge of: HVAC, plumbing, electrical, structural, paint, general construction, and water features.
- Skilled in reading project specifications, blue prints and technical trade related manuals.
- Working knowledge of fire alarms.
- Working knowledge of Microsoft Office, including Outlook, Word and Excel.
- Strong written and oral communication skills.
- Strong organizational skills to effectively manage multiple projects simultaneously.
- Ability to work independently with strong follow through on all assignments.
- Efficient, flexible and responsive to change with the ability to prioritize pressing responsibilities.
- Able to work variable days, evenings, weekends and holidays are required
- Strength to lift and carry equipment weighing up to 50 pounds and occasional lifting of items weighing up to 125 pounds.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email resume to jobs@thewallis.org and include **Facilities Maintenance Technician** in the subject line.
No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.