



Facilities Coordinator

Dallas Theater and Civic Center

JOB SUMMARY

The facilities coordinator handles all cleaning of the Dallas Theater and Civic Center. The facilities coordinator acts as first point of contact for all Dallas Theater and Civic Center audio/visual needs.

MAJOR DUTIES

- Clean the facilities regularly to include all surfaces and trash removal
- Deep clean the facilities as needed
- Keep stock of all cleaning supplies and paper products and submit orders to the Director
- Set up tables and chairs for rental events
- Set up, install, and operate equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as concerts, shows, meetings and conventions, presentations, and news conferences
- Set up and operate spotlights
- Confer with event director to establish cues and directions
- Monitor sound feeds to ensure quality
- Test and resolve equipment issues
- Mix sound inputs and feeds
- Coordinate audio feeds with television images
- Determine lighting sequences and fixture movements
- Compress and digitize audio and video data
- Perform duties on location
- Work with computer-controlled lighting systems
- Assist Director with other duties as assigned
- Keep all tech equipment and storage inventoried and organized
- Make sure DTCC assistant techs are prepared for events they are assigned to
- Assist DTCC staff with other duties as assigned
- Performs related duties

KNOWLEDGE REQUIRED BY THE POSITION

- How to dispose of hazardous materials
- Cleaning, maintaining and preserving a variety of surfaces
- Stain identification and removal
- Ability to determine and plan the amount of paper products, trash bags and cleaning supplies needed
- Excellent customer service and interpersonal communications
- Knowledge of electrical systems
- Knowledge of audio signal flow and development
- Knowledge of lighting development
- Theater performing and producing
- Computer skills
- Ability to multitask, stay calm in high stress situations and solve problems quickly
- Understanding of safety procedures for large group events

SUPERVISORY CONTROLS

The facilities coordinator is given instructions by the DTCC Director, Assistant Director and Rental Manager.

GUIDELINES

Guidelines include following a calendar of events, proper waste disposal and cleaning procedures as well as following through with rental client contracts, requirement policies, building procedures, performance riders.

COMPLEXITY/SCOPE OF WORK

- The facilities coordinator performs custodial duties for 2 facility locations.
- This includes setting up and breaking down tables and chairs for events
- This includes frequently coming in evenings and weekends to clean in between events.
- Changing the marquee as scheduled
- Balancing technical skills within certain parameters and recognizing when those need to be bent in order to make both artist and producer happy.
- Having to meet difficult demands and problem solve creatively.

CONTACTS

- Contacts are rental clients, guests, theater patrons, vendors, actors and performers, contract labor workers and other city employees.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; and to provide cost assistance.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently, standing, stooping, or walking and can be physically demanding.
- The employee frequently lifts light and heavy objects and distinguishes between shades of color.
- This work occasionally involves being on ladders and scaffolding
- The work is typically performed in an office, theater, or event hall.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- N/A

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or experience that is equivalent.
- Advanced computer skills with a solid knowledge of the internet
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one years
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.