Job Title: Residence Maintenance Technician

Reports to: Director of Theater Operations

Status: Full-time

Location: Sarasota, Florida

Position Summary

The Residence Maintenance Technician is responsible for the day-to-day maintenance of the Steinwachs Artists Residence, a 30-unit residential complex owned by the Sarasota Opera and located in the Rosemary Square District. The Technician provides routine maintenance support for the Steinwachs Artists Residence and assists with vendor access, work order coordination, and facility operations.

The residence houses Sarasota Opera artists, staff, and guests during production periods and is rented to nonprofit organizations during the remaining part of the year. This position supports the maintenance and upkeep of the residence to help ensure a safe, clean, and functional environment for year-round occupancy. The Technician works closely with the building's property management company on common-area, building systems, and facility-related issues affecting the residence.

The position requires regular travel between the Sarasota Opera House and Steinwachs Artists Residence (walking distance) to support operations and coordinate with the Director of Theater Operations.

Essential Duties and Responsibilities

Facility Maintenance

- Provide general exterior cleaning and upkeep of residence grounds, entryways, walkways, and common areas.
- Respond to maintenance requests in a timely and professional manner.
- Troubleshoot and complete basic plumbing, electrical, carpentry, painting, appliance, and general maintenance tasks.
- Identify recurring maintenance issues and recommend preventative solutions.
- Monitor the condition of apartments, common areas, grounds, and building systems.
- Maintain accurate records of maintenance requests, repairs, vendor activity, and project status.

- Complete assigned work orders and facility improvement projects.
- Respond to urgent facility issues and emergencies as required.
- Coordinate after-hours vendor response for critical systems failures.

Vendor & Contractor Coordination

- Coordinate vendor and contractor repairs from scheduling through completion.
- Provide building access and support for service providers.
- Serve as the primary liaison between residents, Sarasota Opera, the building's property management company, and vendors.
- Report contractor performance concerns to the Director of Theater Operations.

Event and Production Support

- Support Opera performances, rehearsals, donor events, and community programs as needed.
- Complete room setups, furniture movement, and event-related facility needs at the Opera House.
- Respond to facility issues during performances and special events.
- Support special cleaning projects during production and events.
- Work occasional evenings, weekends, and holidays based on organizational needs.

Schedule

This is a full-time position. Sarasota Opera is a performance-based organization and requires flexibility to work evenings, weekends, holidays, and emergency call-ins when necessary to support organizational operations and events.

Qualifications

Required:

- Minimum of two (2) years of maintenance, facilities, residential property management, hospitality operations, or related experience.
- Demonstrated experience independently performing light maintenance and repair work.
- Working knowledge of basic plumbing, electrical, carpentry, painting, appliance troubleshooting, and general building maintenance.
- Strong organizational and record-keeping skills.
- Basic computer proficiency, including Microsoft Outlook, Excel, and electronic recordkeeping systems.

- Strong communication and customer service skills.
- Ability to coordinate multiple vendors, service providers, residents, and projects simultaneously.
- Ability to work independently with minimal supervision.
- Valid driver's license and reliable transportation.

Preferred:

- Experience managing residential housing, apartment communities, artist housing, hospitality accommodations, or similar facilities.
- Experience coordinating contractors and service vendors.

Physical Requirements:

- Frequently lift, carry, push, and pull up to 50 pounds.
- Ability to stand, walk, bend, kneel, stoop, crawl, and climb for extended periods.
- Ability to safely work from ladders or elevated surfaces.
- Ability to work indoors and outdoors in varying weather conditions.
- Manual dexterity sufficient to operate tools, equipment, and machinery.
- Visual and auditory ability necessary to perform maintenance and safety inspections.

Salary and Benefits

$35,000 to $40,000, commensurate with experience and qualifications.

Sarasota Opera offers a competitive benefits package including health insurance, paid time off, and retirement benefits.

To Apply:

Send your resume, a cover letter explaining your interest, salary requirements, and the names and contact information of three references to soajobs@sarasotaopera.org with “Residence Maintenance Technician” in the subject line. No phone calls. All applications are welcome, but only those who are being considered will be contacted. Applications will be considered on a rolling basis until the position is filled.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

About Sarasota Opera

Sarasota Opera is in its 68th season of bringing world-class opera to Florida's Gulf Coast and celebrating 100 years of the historic Sarasota Opera House. The company was launched in 1960 in the historic 320-seat Asolo Theater on the grounds of Sarasota's Ringling Museum of Art. In 1984, the company moved into the former A.B. Edwards Theater — now the Sarasota Opera House. Since then, the company has gained an international reputation as one of the leading regional opera companies in the U.S. through initiatives such as the Masterworks Revival Series and the Verdi Cycle. The company's Sarasota Youth Opera is the most comprehensive youth opera program in the U.S.

The Sarasota Opera House, which underwent a $20 million renovation in 2007, has been called "one of America's finest venues for opera" by Musical America. Richard Russell has served as General Director since 2012 and added the role of Artistic Director in June 2026. Sarasota Opera is sponsored in part by the State of Florida, Department of State, Division of Arts and Culture and the Florida Council on Arts and Culture and the National Endowment for the Arts. Programs are paid for in part by Sarasota County Tourist Development Tax revenues.

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