

Job Title:	Director of Facilities Operations
Reports to:	Executive Director
Supervises:	Director of Theater Operations, Building Engineer, Facilities Staff
Works Closely with:	Director of Production, Executive Assistant to the Executive Director, Director of Marketing

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater that was renovated in 2008, produces four operas in repertory from January to March, in addition to one opera and a Youth Opera production in the fall. Additionally, throughout the opera season, Sarasota Opera offers special events and concerts. In addition to Sarasota Opera's productions and events, the William E. Schmidt Opera Theater hosts numerous arts organizations from the Sarasota area.

Position Summary

The Director of Operations is a member of the senior staff, who is responsible for the operation of the Sarasota Opera House and the Sarasota Opera Association's other facilities including the Steinwachs Artists Residence. The position will be charged with creating a long-term vision for all facilities and monitoring all functions and systems within the complex. Due to the current COVID-19 health emergency many processes and systems will need to be revised and rethought. This position will also be the COVID Compliance Officer, in charge of developing staff and artist protocols and serve as principal point of contact for the implementation and monitoring of all protocols. Will also oversee all front of house procedures and staff (excluding box office staff) and help ensure an optimal patron experience in the Sarasota Opera House.

Responsibilities

- Develops long term plan for all buildings and real estate holdings for the Sarasota Opera Association.
- Monitor all physical plant systems and set up procedures and protocols for ongoing maintenance and create longer term plans for upgrades and replacement of any systems.
- Assists with planning and execution of construction projects including the upcoming new warehouse build.
- As COVID-19 Compliance Officer, gather all pertinent health and safety guidelines and develop ongoing protocols for all staff and artists activities within the Sarasota House and any activities involving Sarasota Opera staff, artists, or independent contractors.
- Develop and implement audience protocols for the Sarasota Opera House and monitor compliance.
- Recruits and hires operations staff as needed.
- Monitor Facilities and Theater Operations staff and needs.
- Primary point of contact with outsourced information technology vendor to maintain computer and telephone systems within theater and apartment complex.
- Acts as primary point of contact for all fire and security systems, including afterhours emergency call outs.

- Works with the Steinwachs Artist Residences Manager (Executive Assistant to the Executive Director) to determine needs for the 30-unit apartment complex.
- Identify and supervise implementation of major maintenance items for the Artist Residences.
- Responsible for vendor relations and contract execution in the areas of HVAC, Lift Station, Elevator, Security, Fire Safety, Electrical, Plumbing, Pest Control, Theater Cleaning and Roofing for the Opera.
- Evaluates and assists in the creation of the yearly operations budget.
- Schedules and ensures the execution of all inspections, including fire, safety, alarm and emergency lighting.
- Update and create Standard Operating Procedures and Disaster Recovery Plans as needed.
- Other duties as assigned.

Position Requirements

- Five or more years working with operations of facilities and building systems
- Previous experience in a performing arts organization.
- Experience with health and safety operations in a work environment.
- 5 or more years of experience supervising full and part time staff.
- Computer proficiency, especially in Microsoft Word, Outlook, and Excel.
- Understanding of theater equipment and systems.
- Ability to work evenings and weekends during performance and rental seasons, and be available for emergency call outs.

Desired Skills

- Organized, self-motivated and comfortable working in a dynamic environment.
- Knowledge of and experience with commercial fire and burglar alarm systems.
- Excellent interpersonal and communication skills.
- Ability to establish working relationships and interact effectively with a wide range of people internally and externally, especially vendors.
- Ability to set priorities; coordinate multiple projects simultaneously.

Hours of Work

Full-time, requiring night and weekend hours depending on the needs of the Operations department. Vacation is not granted during the Sarasota Opera Season (late Oct. – mid November, January – March). Exempt.

Salary:

Competitive benefits and salary.

To Apply:

Send resume with cover letter explaining your interest in the position along with the names and contact information of three references to soajobs@sarasotaopera.org with “Director of Operations” in the Subject line.

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.