



Manager, Operations and Facility

Job Location: New York

Status: Full Time Exempt

Reports to: Vice President, Programs

*Do you want to work in a **creative environment** where you'll be challenged and inspired?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

Job Summary

The Manager, Facility and Operations is a skilled manager, with a working knowledge of building systems and operations. This role will manage the day-to-day operations of a 31,500-sf performing arts center, including the maintenance of facility systems and information technology. The All Stars Project's center for performance and youth development houses three theatres and produces a full complement of programs, performance workshops and special events. The Manager, Operations and Facility, reports to the Vice President, Programs.

Job Responsibilities

Facility Management

- Coordinate the overall activities of the All Stars Project on 42nd Street, which includes working with all programs on their day-to-day activities to ensure the smooth running of the facility.
- Maintain and respond to physical plant issues at the All Stars Project facility. This includes but is not limited to HVAC systems, plumbing, electrical and alarm equipment.
- Oversee and manage regular maintenance in the facility, following all DOB, FDNY, NYS and NYC requirements regarding plumbing, electrical, HVAC, and other facility systems. This includes contracting with and supervising outside vendors as necessary.
- Supervise cleaning personnel.
- Function as fire safety personnel, fire drill conductor and fire alarm supervisor (certification by Fire Department).
- Guarantee the safety of the center which includes but is not limited to conducting daily fire safety checks, ensuring compliance with CDC recommendations on sanitation, and physical distancing.

Operations Management

- Manage technology needs for office, including computers, phones, video conference equipment and other office technology. Ensure back-up systems, network equipment and software are up to date.
- Maintain inventory of computer software and hardware at facility.
- Provide day-to-day help desk support, including ordering, setting up and decommissioning computers. Liaise with IT consultants.
- As needed, recruit, hire and train front desk personnel.
- Maintain all technical systems and equipment for three theatres in good working order.



- Maintain inventory of all technical equipment which includes, but is not limited to lighting inventory, spare lamps, and other perishables.
- Update and maintain manuals for theatre technical equipment operation and troubleshooting.
- Recruit technical support and manage technical elements for all facility activities which include coordinating needs with directors and managers of ASP.

Qualifications

- Three to four years' experience in facility management.
- Proficiency in information technology; knowledge of basic computer operations and maintenance.
- Strong verbal and written communication skills.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Excellent interpersonal and relationship-building skills.
- Strong project management skills to produce quality results in a timely manner.
- Comfortable working in a fast-paced entrepreneurial environment.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Technical theatrical experience a plus.
- Must have flexibility in hours, including regular evening and weekend hours.
- Bachelor's degree preferred

The Organization

The All Stars Project, Inc. (ASP) transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The ASP has pioneered a model for youth and community growth that makes use of cutting-edge discoveries in human and social development, as well as state-of-the-art practices from the worlds of theatre and improvisation. ASP is 100% privately funded and creates and sponsors free innovative programs that engage people of all ages from poor, urban communities in Afterschool Development, a new way of engaging poverty. ASP was founded in 1981 and has locations in Newark, Jersey City, Chicago, Dallas, and the San Francisco Bay Area and a bustling 31,000-sf national headquarters in New York City.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org.

Indicate "Manager, Operations and Facility" in the subject line of your email for fastest consideration. To learn more about All Stars Project, please visit our website at <https://allstars.org/>