



Title: Facility Maintenance Associate
Job Location: New York, NY
Status: Full Time, Non-Exempt
Reports to: Manager, Operations and Facility, All Stars Project of New York

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

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

All Stars Project, Inc. Mission

Through the developmental power of performance, we transform the lives of youth from poor and underserved communities in partnership with caring adults, giving everyone the opportunity to grow.

Role Description:

The Facility Maintenance Associate is responsible for maintaining the physical operation of the All Stars Project's (ASP) 31,000 square-foot performance and development facility. The ASP's center for performance and youth development houses three theaters and produces a full complement of programs, performance workshops and special events. This position works closely with the operations team to keep this busy complex safe, clean, and running smoothly and reports to the Manager, Operations and Facility. Working hours for this position will be Monday through Friday, 9:00am-6:00pm, with a need to accommodate some flexibility in the schedule, depending on events and programming needs.

Job Responsibilities:

- Perform theater maintenance such as upkeep of lighting inventory; hanging and striking lights for events, theatrical blacks and pipe; setting up technical equipment; and maintaining shop.
- Develop and maintain positive working relationships with others.
- Practice all safety standards during task execution.
- Participate in staff events and meetings.
- Carry out daily cleaning of facility; maintain cleanliness of space.
- Execute daily survey of facility to restock bathrooms and check for necessary repairs and light bulb changes.
- Complete minor repairs throughout facility and maintain its equipment including but not limited to: patching and painting floors and walls, minor plumbing, basic electrical repairs, et al.
- Liaise with vendors for facility maintenance as needed.
- Set up and strike for special events and activities.
- Maintain and transport inventories including: supplies, tools, and parts.
- Respond to additional requests by Manager, Operations and Facility.

Qualifications:

- 1-2 years in facility management or relevant experience
- Reliable and able to work with moderate supervision
- Ability to balance the highest level of quality and professionalism with the highest level of performance and productivity



- Able to lift and carry 50+ pounds
- Willingness to learn new skills
- Ability to follow verbal and written instructions
- Experience with cleaning, plumbing, electrical repairs, basic carpentry, and use of power tools
- Ability and willingness to maintain high standard of cleanliness and repair
- Strong team player with good interpersonal skills
- Interest in poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks
- Technical venue experience a plus
- Providing proof of Covid-19 vaccination is required

About All Stars

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more.

We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 6 cities, and raising \$10 million annually in private funding. We have become one of the country’s leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

To Apply

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

*Indicate “**Facility Maintenance Associate**” 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/>*