



**Facility and Theatre Manager, cSPACE Projects**

**Position Type:** Permanent Full-Time

**Location:** cSPACE Marda Loop, 1721-29 Avenue SW

Reports To: President and CEO

## **ORGANIZATION**

cSPACE Projects is a social-purpose organization, established to develop and operate a portfolio of facilities to support artists, creative non-profits and entrepreneurs in Calgary.

**Vision:** Our vision is for a city where creative enterprise thrives in vibrant neighbourhoods.

**Mission:** Our mission is to develop creative places and activate people and ideas to ignite collaboration and community-led change.

We are a social enterprise dedicated to supporting communities of artists, non-profits and entrepreneurs working at the creative edge of change.

## **POSITION SUMMARY**

cSPACE is currently seeking a qualified Facility and Theatre Manager responsible for overseeing operations of the cSPACE Marda Loop Creative Hub. Reporting directly to the Chief Executive Officer, the Facility and Theatre Manager will provide overall management of the facility and provide oversight of hub operations, leasing and contract administration, venue rentals, enhancement projects, and maintenance. In collaboration with cSPACE staff, The Facility and Theatre Manager will represent cSPACE in a positive and professional manner while serving the organization's tenants, community members and external clients with a high level of support that aligns with the mission, values and community-building goals of cSPACE.

## **RESPONSIBILITIES**

### **Facility Management:**

Responsibility includes overseeing operations of the cSPACE Marda Loop Creative Hub complete with tenant, meeting and event spaces, and the broader exterior site and park spaces.

- Oversee general maintenance of site and facility including venue and leased tenant spaces
- Ensure compliance with all Municipal, Provincial and Federal regulatory requirements and compliance with health and safety standards and industry codes
- Establish and maintains policies and procedures for a safe facility environment
- Develop and implement a facility management program including preventative maintenance and life-cycle requirements for building and equipment
- Conduct and document regular facilities inspections to ensure facility upkeep and performance
- Supervise the maintenance, repair, refurbishment and renovations of facilities and equipment
- Manage facility services such as office management, mechanical, IT and security, cleaning, waste disposal, snow removal, lawn care and parking

- Obtain quotes and tenders from vendors and suppliers, for goods and services, and negotiate contracts to optimize delivery and cost savings
- Coordinate and monitor activities of contract suppliers, contractor and vendor relationships
- Manage and review contracts to ensure facility needs are met and contractors are accountable
- Prepare and track facility budget and monitor expenses and payments
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
- Oversee purchasing, management and maintenance of IT infrastructure with IT service provider
- Ensure security of the facility and maintenance of access control and security infrastructure
- Provide first response to facility and equipment alarms, system failures and occupant issues
- Collaborate with events team and all rentals including liaising with renters, scheduling venue, creating and maintaining contracts, and organize facility and event support staff as necessary

### **Theatre Management:**

Responsibility includes overseeing operations and bringing technical expertise to the cSPACE Marda Loop Studio Theatre. Together with the Event Manager and Studio Technician, reviews technical event needs and assists with and monitors hiring, training and scheduling of work hours for part-time staff as required. Serves as liaison to rental users of the Studio Theatre and together with the Events Manager and Studio Technician, advances all front of house and technical aspects of event bookings as required.

- Oversee day-to-day operations of the Studio Theatre
- Establish and maintains policies and procedures for a safe theatre environment for staff, volunteers and patrons
- Develop and ensures compliance with theatre safety policies and City, Province and Federal licensing requirements, occupancy loads, fire regulations and Occupational Health and Safety Act
- Develop and manages annual department budgets
- Manage set-up of all lighting, sound, risers and platform, etc., and other special production requirements for all events, performances and rehearsals with theatre and events staff
- Ensures maintenance of inventory of all stage and production equipment
- Negotiates with product vendors for purchase or rental of production and stage equipment
- Oversee and maintains appropriate inventory, supplies and equipment maintenance by creating and implementing an inventory control system
- Manage maintenance, capital improvement and restoration projects
- In collaboration with Events Manager, manage theatre rentals including liaising with renters, maintaining contracts, invoicing and receiving payments, and organize technical staff

### **Staff Management:**

The Facility and Theatre Manager will act as a senior manager and will be responsible for working to monitor the staffing structure so that it delivers the objectives of cSPACE. The Facility and Theatre Manager supervises the Office and Venue Administrator, Building Supervisor, and in collaboration with the Events Manager supervises the Studio Technician, Theatre Technicians, and Event Support Staff.

Responsibilities may include but are not limited to:

- Ensuring all staff are effectively engaged in delivering the creative hub's programmes of activity
- Taking overall responsibility for the regular implementation of training, appraisal and staff development programmes
- Provides leadership, training and mentorship to staff for continuous improvement in operations, maintenance, security, health and safety, and other areas as required
- Oversees regular meetings and communications with staff
- Together with Event Manager, hires, schedules, and supervises event support staff and any additional technical crew required for Facility and Studio Theatre
- Ensures that a record of hours worked and pay requisitions for any hired crew are submitted
- Interviewing, hiring, and training employees and planning and directing employee work

- Appraising employee performance, supporting, mentoring and disciplining staff
- Resolving staff, tenant, client and patron concern and complaints

## **QUALIFICATIONS**

The ideal candidate will be a passionate arts champion, well-organized and experienced with facility operations. The candidate must demonstrate effective management expertise and coordination between artistic, administrative and production staff and clients to ensure smooth operations, and be an ambassador to the creative community cSPACE supports. Capacity related to project management and facility development are an asset.

### **Experience:**

- Post-secondary degree or diploma in a related field, or equivalent in experience
- Minimum 5 years' experience in building operations & maintenance, and/or construction field
- Minimum 5 years' of production management and/or technical theatre experience
- Practical experience with commercial and industrial heating, air conditioning, ventilation, plumbing and electrical
- Experience in managing skilled trades including electricians, building operators, and general maintenance workers
- Ability to interpret facilities infrastructure, mechanical & electrical drawings and specifications
- Knowledge of Alberta Building Code, Alberta Fire Code, Occupational Health & Safety Act, Canadian Safety Association (CSA) and Electrical Safety Authority (ESA)
- Budget management skills, including preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, developing, facilitating and reporting
- Excellent customer service, communication, human relations and team building skills
- Knowledge of theatre lighting, sound & AV operations, basic rigging, and first aid
- Knowledge of financial principles and practices of business administration
- Knowledge of human resource management principles and practices
- Knowledge of procurement and contracts
- Knowledge of health, safety and environmental regulations
- Solid computer systems knowledge including Microsoft Office, Autocadd, BMS/BAS are an asset

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk and climb or balance. The employee is occasionally required to stoop, kneel or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. The employee will regularly use the telephone, computer, and a headset.

### **Work Environment:**

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee may be subject to some atmospheric conditions such as fumes, odor, dust, etc. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but occasionally loud.

### **Personal Skills:**

- Ability to champion cSPACE's vision and values to staff, clients, and community

- A strong sense of professionalism balanced by a healthy sense of humour
- An insatiable curiosity for learning and interest in self-development
- Attention to detail and passion for administration
- Focused on achieving results with strong project and time management skills
- Having optimistic outlook and ability to embrace an ambitious vision and bring it to life
- Being creative and/or highly attuned to supporting artists and creative practice
- Being able to trouble-shoot and solve problems under pressure
- Strong ability to collaborate with team, clients, the community and stakeholders
- Ability to establish positive and productive ongoing relationships
- High performance and customer service focused mentality
- Ability to thrive in a fast-paced environment with ambitious goals and priorities
- An independent self-starter who requires a culture of collaboration
- Commitment to community building

**Salary:**

\$65,000 - \$85,000 annually commensurate with experience. We offer a competitive, market-rate salary and benefits package (including health and dental insurance, vacation, professional development, etc.).

**Contact Information:**

To apply please email, in PDF format only, a current resume with cover letter outlining your qualifications for the position and salary expectations, along with two professional references to:

**Deeter Schurig, President & CEO**  
**opportunities@cspaceprojects.com**

This is a full-time, salaried position and the intended start date is February 2023. cSPACE offers a positive, high-energy work environment, and is an equal-opportunity employer. We thank all who apply, however only those selected for an interview will be contacted.

Interviews will begin January 23<sup>rd</sup> -27<sup>th</sup>, 2023 and posting will remain open until a suitable candidate is found.

For more information about cSPACE Projects, please visit [www.cspaceprojects.com](http://www.cspaceprojects.com)