



## **Asset Manager**

MCT, Inc. (Missoula Community Theatre and Missoula Children's Theatre) has an opening for a full-time Asset Manager.

MCT's Asset Manager is responsible for building rentals and event management at the MCT Center for the Performing Arts in coordination with MCT's schedule and building needs; as well as the oversight, care and maintenance of the MCT fleet (home and tour) and associated needs and activities. Hours will be flexible as determined by scheduled events, programming and other needs. The pay range for this position is \$37,000 to \$40,000 DOE

### **Job duties – Rentals and Events:**

- Fields and responds to all rental inquiries, meets with potential clients and provides tours of related building areas
- Consults with relevant MCT departments regarding conflicts with use, etc. before booking rental/event.
- Writes and executes rental contracts and secures liability waivers and insurance certification(s) for client file
- Has working knowledge of building systems and equipment – coordinates, provides or arranges for basic sound and lighting services for rentals in theatre or other spaces.
- Opens and/or closes building as scheduled for renters.

### **Job duties – MCT Fleet:**

- Facilitates truck sales in conjunction with Finance department
- Registers and titles all MCT vehicles including tour trucks
- Ensures that Finance Department/Insurance carrier has current Driver information
- Ensures that all new and current tour vehicles have toppers, stickers and are appropriately outfitted.
- Provides tour truck training for new and returning TADs
- Designs and implements regular vehicle maintenance schedule and ensures TAD compliance
- Responds to and facilitates resolution for all tour road issues: ensures TAD safety and well-being, coordinates vehicle estimates, repairs and/or replacement of vehicles
- Administers MCT's MVR point system

- Oversees WEX gas card program
- Develops and maintains congenial professional relationships with dealers and repair shops

The successful candidate will be self-motivated and able to work on their own as well as with a team.

Physical requirements include:

- May climb up and down ladders
- May carry up to 50 pounds
- May bend or squat for periods of time
- Sits at a desk for periods of time

Please email resume, letter of interest, and [application](#) to Victoria Larson: [vlarson@MCTinc.org](mailto:vlarson@MCTinc.org)

***No phone calls please.***

*MCT is an Equal Opportunity Employer committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities.*