



Facilities Manager

MCT, Inc. (the Missoula Community Theatre & Missoula Children's Theatre) has an immediate opening for a full-time Facilities Manager. This position is responsible for the maintenance, cleanliness and appearance of any and all physical plants belonging to MCT, Inc. including the MCT Center for the Performing Arts, offices, classrooms, storage areas, grounds, etc. The Facilities Manager oversees facilities staff to safeguard a physical and cosmetic environment that is attractive, safe, comfortable, welcoming to the public and supportive of MCT's mission.

Job duties – Staffing

- With the support of executive director and human resources – hires, trains, supervises and evaluates Facilities staff
- Supervises and supports Asset Manager in all rental and event related responsibilities including staffing for set-up and break down
- Designs weekly routine cleaning and maintenance schedule for custodial staff and ensures completion of assigned tasks (restrooms and public areas, trash removal, recycling, office cleaning, lawn/garden care, etc.)
- Assigns and tracks non-routine building upkeep (waxing stairwells, paint touch-ups, sprinklers, etc.)
- Maintains a work schedule for all custodial staff to ensure necessary coverage for building usage
- Designates staff member(s) for formal training and licensure for low-pressure boiler operation.
- Keeps staff informed of changes in facilities and equipment and provides training when appropriate

Job duties – Building Upkeep

- Assesses and maintains all building systems for safety and efficiency of operation.
- Performs periodic inspections of facility to assess maintenance needs.
- Ensures compliance with all applicable codes and regulations.
- Coordinates for and/or performs building repairs and improvements as needed.
- Manages the timely acquisition of supplies and equipment.
- Secures and oversees contractors for periodic maintenance and repair services as needed including electrical, plumbing, HVAC, snow removal, window cleaning, carpet cleaning, etc.

Additional responsibilities:

- Understands and prioritizes building and campus safety. Works closely with and participates in MCT's Safety Committee
- Annually prepares and is responsible for the MCT facilities budget
- Together with the Asset Manager establishes rental rates in consultation with the Executive Director.
- Coordinates facility scheduling with other MCT managers and departments to minimize building use conflicts
- Supports the Asset Manager in overseeing the use of MCT production facilities (stage lighting system, stage sound system, etc.) and other areas rented/used by outside parties.
- Oversees reader board signs

The successful candidate will have management experience, will be knowledgeable about or have experience with building infrastructure, will possess basic building maintenance skills and have a great sense of humor. Knowledge of/experience in theatre, hospitality, touring and/or convention services very helpful and desirable.

Compensation: Wage range is \$45,000 to \$49,000 DOE and benefits are available.

Please email resume, letter of interest, and [application](#) to Victoria Larson: 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.