

**Actors Theatre of Louisville**  
**BUILDING SERVICES STAFF MEMBER (PART-TIME)**  
**Posted November, 2019**

**Position:** Building Services Staff Member (Part-time)  
**Reports To:** Building Services Supervisor  
**Department:** Operations  
**FLSA:** Non-Exempt

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of a Building Services Staff Member (part-time/20-25 hours). Hours may increase during peak season.

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

**Summary of Position:**

The Building Services Staff Member is responsible for effective completion of standard daily cleaning procedures, specialty cleaning, support services for events and maintaining the overall appearance of the Actors Theatre' facilities.

The Essential Functions include, but are not limited to, the following:

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- Complete daily standard cleaning program with thoroughness and efficiency

- Facilities care duties to including, but not limited to: trash removal, bathroom sanitation, vacuuming, carpet cleaning, sweeping, dusting, window cleaning, polishing, etc.
- Monitor facility conditions on a daily basis and take initiative to enhance facility conditions.
- Fulfill work order requests for cleaning, special projects, repairs and events.
- Assist in the completion of event set up and strike including tables, chairs, podium, sound system, etc.
- Maintain records relating to daily routines, supplies, maintenance programs, events, etc.
- Availability to work on weekdays, weekends and evenings as scheduled.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of facility care: floor care, carpet cleaning, bathroom sanitation, chemical cleaner usages, equipment operation, surface and window care.
- Ability to lift, push, pull or otherwise maneuver up to 60 lbs. repeatedly, either alone or with assistance.
- Ability to utilize a computer to read emails, schedules and work order requests.
- Ability to understand and follow written instructions in the English language.
- Ability to work independently to achieve assigned tasks with limited direct supervision.
- Ability to work as a team member and maintain a positive attitude in times of stress.
- Ability to communicate effectively and in a professional manner with other team members, staff, vendors, and theatre guests.
- Ability to work on ladders, mechanical lifts or other high places.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.

**Minimum Qualifications:**

- High School diploma or equivalent.
- One (1) experience in building facility maintenance.
- Some computer experience.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

**Compensation:**

Compensation is \$11.40 an hour. This position will not receive health benefits; however, the successful candidate will have access to theatre tickets and discounted parking during their contracted dates.

**To Apply:**

Applicants interested in applying for this position must email resume and three (3) professional reference to:

Ricky Baldon, Operations Manager  
[rbaldon@actorstheatre.org](mailto:rbaldon@actorstheatre.org)

Carlo Stallings, Director of Operations  
[cstallings@actorstheatre.org](mailto:cstallings@actorstheatre.org)

cc: Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*