

**Actors Theatre of Louisville**  
**BUILDING SERVICES STAFF MEMBER (Part-time)**  
**Posted April, 2022**

<b>Position:</b>	<b>Building Services Staff Member (part-time)</b>
<b>Reports To:</b>	<b>Building Services Supervisor</b>
<b>Department:</b>	<b>Operations</b>
<b>FLSA:</b>	<b>Non-Exempt</b>

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**ABOUT ACTORS THEATRE OF LOUISVILLE**

**Mission**

Actors Theatre of Louisville unlocks human potential, builds community and enriches quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

**About**

Actors Theatre is an arts and culture organization as social enterprise, sharing experiences centered in a commitment to create a more just society through the ongoing disruption of the cycles of oppression, marginalization, and exploitation. Anti-racism and anti-oppression are essential in an ecosystem that has profited from the historic antecedent of plantation capitalism. In pursuing a synthesis of art and service, we have taken a deep dive into digital production and have become an interdisciplinary laboratory for a storytelling (r)evolution.

**Land Acknowledgement**

Actors Theatre of Louisville sits on the unceded land of many Indigenous communities including the Shawnee, Cherokee, Chickasaw, and Osage people. Indigenous peoples have always lived on the land that is now called Kentucky and continue to live here today.

**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.

**Essential Functions:**

- Complete daily standard cleaning program with thoroughness and efficiency
- Facilities care duties to include, 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) year 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 \$15.00 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:

[hr@actorstheatre.org](mailto:hr@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.*