

## General Maintenance Coordinator

**The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an General Maintenance Coordinator**

### **Background**

As the focal point of performing arts activity in South Florida, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County serves as a showcase for the finest in established and developing performing arts programs. The Center is the foundation on which established resident organizations build their programs and extend their reach. The Center also serves as a laboratory, providing first class accessible facilities for smaller, emerging and developing organizations and for the Center's own innovative productions and events.

The Center provides our diverse audiences with opportunities to share South Florida's many cultures, offering insights and understanding. As an educational resource, the Center broadens the horizons of our children and enhances our quality of life by offering a full range of cultural and learning experiences.

The objectives of the Adrienne Arsht Center for the Performing Arts of Miami-Dade County are to:

- provide a broad range of performing arts experiences reflecting the diversity of our region, country and world;
- offer state-of-the-art accommodations for artists, cultural organizations and audiences;
- operate in an efficient and cost-effective manner and attract governmental and foundation funding;
- serve as an educational and cultural resource for children and under-served audiences; and
- Act as a catalyst for area revitalization and enhance regional economic opportunities and tourism.

In October 2006, The Adrienne Arsht Center for the Performing Arts opened with two major halls designed to produce and present the finest in classical and popular entertainment. The Center is a \$478 million community investment, managed and operated by the Performing Arts Center Trust, Inc., a not-for-profit corporation, in partnership with the Performing Arts Center Foundation. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Sanford and Dolores Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Plaza for the Arts outdoor performance space.

The Adrienne Arsht Center is proud to be home to three artistic resident partners:

- Florida Grand Opera: formed in 1994 by the merger of Greater Miami Opera and The Opera Guild Inc. of Fort Lauderdale FGO stands as one of the oldest performing arts organizations in Florida. It combines a rich history of presenting internationally-acclaimed artists, lesser know operas by great composers as well as commissions of works of living composers.
- Miami City Ballet: is among the largest ballet companies in the country. Since 1986, MCB has toured more than 100 U.S. cities, Europe, Great Britain, South America, Central America, and Israel. MCB currently performs in four counties in Florida with an active repertoire of 88 ballets
- New World Symphony: has prepared 680 graduates for leadership position in orchestras and ensembles around the world. Since its inaugural concert in 1988 NWS has performed around the globe.

### **Position Description:**

The right candidate would have skills in all aspects of general maintenance including: strong all-around maintenance skills in large facility. Experience in carpentry, electrical, HVAC, plumbing, painting, and general

repair and will be responsible for general maintenance around the facility and general administrative duties in support of the Engineering team. Duties performed may include typing, file organization, process payable invoices, maintain safety records, assist with payroll, and maintain contracts and maintenance agreements.

Daily activities include contract preparation and administration, maintenance of contact database, shipping/receiving of promotional materials, general office manager duties and interaction with staff and vendors.

Mastery of Microsoft Word, Excel, Internet Explorer and database software contact management is a prerequisite. The position requires the ability to balance multiple competing demands, set priorities and work with diplomacy and efficiency. Attention to detail and an excellent memory are mandatory.

### **Required Qualifications:**

- Must have at least 6 months general construction experience to include carpentry, painting, and plumbing
- Must be able to read plans and drawings
- High School diploma or GED equivalent and the ability to read and write English
- Must be able to accommodate a rotating work schedule to include nights and weekends and some holidays.
- Eligible to work in the US.
- Type various forms of correspondence, forms and reports from records, rough drafts or from various other sources to include:
  - Document control and maintenance of the facility document library
  - Input and reporting functions of the computerized building maintenance systems
  - Tracking and keeping updated records for monthly, quarterly, semi-annual and annual testing and inspection reports.
  - Tracking and keeping updated records for all applicable building permits by federal, state or local entities.
  - Maintaining and keeping updated records of all building, operations related contracts and alerting management as to expirations and relevant contract terms to ensure contract compliance.
- Post information to records and logs. Perform simple account balancing and reconciling.
- Organize and maintain various filing systems.
- Operate office equipment including, computer, facsimile and copy machine.
- Proofread work for errors and make corrections as needed.
- Maintain equipment database that includes history and status, generation of work orders, management of budget projection data, inventory tracking system, purchasing module.
- Perform other duties necessary to provide general administrative support to the Engineering team.
- Maintains department's recordkeeping system on work orders and preventative maintenance schedules
- Performs daily work order duties, i.e. painting, fixing locks, lights, HVAC Systems and moving items/equipment
- Performs random setup/breakdowns
- Advises the Director, Facility Engineering of potential problems, repairs and/or replacements needed
- Assists the Director, Facility, and the in all aspects of administrative support for the Engineering Department.
- Responsible for the submitting accounting requisitions, tracking departmental revenues and expenses and explaining budget variances.
- Responsible for monthly accounting records and reports of the Department.

- Maintain work order database, Maximo.
- Enter all service requests, preventative maintenance rotations, special project work & normal workload into Maximo database in order to create and generate work orders on a daily, weekly, monthly & quarterly basis.
- Track all completed work
- Liaison between engineering and other departments.
- Maintain office supplies and control office supply expenditures
- Performs a variety of assignments related to other departments and other duties as directed

**Preferred Qualifications:**

- 1-3 years related experience or equivalent combination of education and experience in an operations/facility setting.
- Demonstrates exceptional customer service skills.
- Ability to perform sensitive and confidential tasks.
- Ability to assist with scheduling and organization project activities including meetings and training.
- Strong communication and motivational skills.
- Must be able to accommodate a rotating work schedule to include nights and weekends and some holidays.
- Eligible to work in the US.

**Physical Demands:**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 50 pounds of materials.
- While performing the duties of this position, the employee may frequently climb and work from a ladder or lift and/or work in confined spaces.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Qualified Candidates should send resumes with cover letter and salary requirement to:

The Adrienne Arsht Center  
Attention: General Maintenance Coordinator  
1300 Biscayne Boulevard  
Miami, FL 33132

**Fax:** 786-468-2001

**Email:** [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with **General Maintenance Coordinator** search in the title line.

**The Adrienne Arsht Center is an Equal Opportunity Employer**