

Facilities Maintenance Assistant Job Posting – August 2024

Orpheus Musical Theatre is seeking an experienced Facilities Maintenance Assistant responsible for ensuring a functional facility to conduct Orpheus operations, including productions, rentals, development courses, and special events. Reporting to the Managing Director, the Assistant conducts monthly inspections, routine repairs, identifies the need for and coordinates major upgrades, and oversees the activities of contractors. The position is ideal for a part-time/supplemental contractor or semi-retired professional seeking to support a community not-for-profit organization. The successful candidate will enjoy working in a community theatre environment and can meet monthly and annual reporting deadlines for the Managing Director.

Duties & Responsibilities – under the general direction of the Managing Director

- Conducts monthly inspections of the building, equipment, and grounds to ensure a safe and working order - troubleshooting issues, and responding to maintenance requests
- Conducts basic and routine repairs and maintenance as needed
- Ensures grounds are kept clean and safe for Orpheus personnel and public facing spaces
- Identifies the need for minor or major repairs and capital facility improvements before they escalate
- Conducts external contractor relations for work undertaken at Orpheus
- Conducts external contractor relations for capital improvements in accordance with the Orpheus Reserve Fund Study plan
- Maintains Fire Safety equipment and ensures compliance with the Orpheus Fire Safety Plan
- Remains on call for facility security and emergency situations

Skills & Qualifications

- Practical knowledge of maintenance tools and equipment, and the ability to use them efficiently and safely
- Strong problem-solving skills to diagnose issues and determine the best course of action for repairs
- Good physical condition to carry out strenuous tasks, and the ability to work in various weather conditions or environments
- Attention to detail to ensure all maintenance and repair work is completed to the highest standard
- Intermediate to advanced practical knowledge of plumbing, electrical, and HVAC systems is an asset
- Lively, engaging and dynamic personality, with great communication and interpersonal skills
- A “self-starter” with demonstrated time management and project management skills
- Ability to adapt and remain flexible with changing needs and priorities of volunteer organizations.

- Excellent time-management skills to complete tasks in a timely manner and manage a varied workload
- Understanding of health and safety regulations, and the ability to adhere to these in all aspects of work
- Ability to understand and follow instructions, as well as the initiative to work independently when required
- The ideal candidate will remain flexible with duties and requirements in collaboration with the Managing Director

Term: Contract; 1 year term with possibility of extension. Immediate Start.

- This position is based in person at Orpheus Musical Theatre, 17 Fairmont Avenue, Ottawa, ON K1Y 1X4.
- Up to 15 hours/month
- Rate of pay is \$20 - \$25/hour commensurate with experience.
- Due to the nature of volunteer organizations and the live theatre industry, some evening and weekend may be required

Submission Instructions

Please submit a Cover Letter and CV in a single PDF document **no later than Friday, September 20, 2024 at 5:00pm** to

J.T. Morris
Managing Director
Orpheus Musical Theatre
17 Fairmont Avenue, Ottawa, ON K1Y 1X4
Email: jt@orpheusmusicaltheatre.ca

Only those selected for an interview will be contacted.

Inclusive Hiring Statement

Orpheus Musical Theatre is committed to fostering an inclusive, equitable, and accessible selection process and work environment. We encourage applications from qualified individuals who reflect the diverse talents and backgrounds of the communities we serve. We strongly invite individuals from equity-seeking communities and those with intersecting identities to apply. Throughout the hiring process, Orpheus will actively provide accessibility accommodations and is dedicated to creating a workplace free from discrimination and harassment. Please inform us of any accommodations you may need to facilitate your application.