

## *Cleveland Public Theatre*

### *is Hiring a Physical Operations Manager*

Cleveland Public Theatre (CPT) is hiring a full-time Physical Operations Manager. This role makes a meaningful contribution to life at CPT and its success. CPT will be accepting applications for this position through Friday, April 3, 2020.

#### **Job Description**

Cleveland Public Theatre has an opening for a Physical Operations Manager (POM). This role requires a broad skill set as well as leadership and initiative, and will be part of a team-driven staff. The role will work across Production, Facilities, Front of House, and Administrative areas, and will report to the CFO/General Manager. CPT runs two flexible-seating performance spaces and uses unconventional outside venues. The position will manage the day-to-day needs of the physical plant, Facilities staff, and vendors, as well as small-scale improvement projects. The POM will also manage CPT's outside IT vendor and respond to the staff and production department's day-to-day office needs. Salary: \$36k to \$40k. Anticipated start date is Monday, April 20, 2020. This position may include limited theatrical construction and design if that is an interest of the successful candidate.

#### **About CPT**

CPT cares passionately about reflecting our community and pursuing diversity at all levels of the organization. CPT has a demanding working environment with long, intense hours, but we have fun and love what we do. We value hard work, kindness, generosity, passion, and grace-under-pressure. For applicants considering relocation to Cleveland: our city is an excellent community to live in with top-notch arts and culture, a vibrant theatre scene, beautiful public parks, a great lake, and very affordable housing.

#### **Overall Responsibilities**

- **Provide the Best Possible Patron Experience**
  - Work with Front of House staff to make CPT's flexible performance spaces a unique, inviting, and awesome experience for patrons
  - Maintain building systems to maximize patron comfort
- **Partner with Production and Front of House staffs to manage flexible audience seating arrangements**
  - Assist Production staff with constructing seating risers
  - Lead a team of over-hire staff to erect seating risers
  - Inspect quality of construction and maintain seating platforms throughout the season
- **Support CPT Staff and Artists in Daily Work**
  - Work with Production Department to ensure building systems support productions and upgrade capacity and services when possible
  - Manage long-time IT vendor to maintain high quality IT services for Staff and Production
  - Maintain office environment, systems, supplies, and support for Staff in their day-to-day work
  - Prepare meeting spaces and maintain support equipment in all spaces
- **Maintain and Improve CPT Facility and Develop Underlying Procedures**
  - Build deep and engaging partnerships with Facilities vendors to support Artists, Staff, and mission

- Manage over-hire employees during peak times of activity on campus
- Lead small-scale building improvement projects as opportunities to execute arise
- Perform visual inspections of all spaces on CPT's campus on a weekly basis
- Expand and maintain documented procedures for building system maintenance and repair
- Expand and maintain documented procedures for custodial activities
  
- **Manage Rental Inquiries for Recurring and Occasional One-Time Rentals**
  - Schedule campus tours with potential renters
  - Act as point of contact for rentals before, during, and after the event
  
- **Assist with On-Boarding and Separation of Employees**
  - Assist Human Resources team in orienting new employees to building systems, IT access, and CPT Facilities policies

## **Qualifications**

The ideal candidate will be able to demonstrate the following:

### **Skills**

- Exceptional vendor management skills, i.e. ability to assess, select, motivate, manage, and negotiate with outside vendors to do their best possible work and feel as if they are part of organization mission
- Computer "Power User," i.e. comfort with trying new software, giving pointers on using Office and Windows, basic workstation trouble-shooting
- Working knowledge of Microsoft Office and Excel
- Ability to lift and carry up to 70 lbs
- Knowledge of managing expenses and budgets
- Basic plumbing, electrical, HVAC, and carpentry knowledge

### **Experience**

- Previous live theatre experience is strongly preferred
- 1 to 2 years previous administration or management experience
- Professional (or personal) experience interacting with construction trades or theatre carpentry, e.g. worked on house rehabs or technical direction
- Previous IT management is preferred, but not required (IT responsibility revolves around managing a vendor)
- Some Staff management and/or administrative experience preferred
- Bachelor's degree in performing arts, humanities, or related fields preferred

### **Qualities and Personality**

- A genuine interest in the arts and knowledge of live theatre
- Natural curiosity in how things work
- Able to work efficiently and calmly in a fast-paced environment
- Ability to multi-function and re-prioritize tasks as they arise and keep busy at all times
- Energetic, enthusiastic, and always willing to see projects to completion
- Deep and abiding love for all kinds of office supplies and equipment

Interested candidates should send a resume *and* a letter of interest to Denis M. Griesmer, CFO/General Manager at [careers@cptonline.org](mailto:careers@cptonline.org) by end of day Friday, April 3, 2020.

**No phone calls, please.**

*CPT is a nationally recognized center for contemporary performance. Its mission is to raise consciousness and nurture compassion through groundbreaking theatre and life-changing education programs. CPT implements this mission through its annual theatrical season, featuring between eight to ten adventurous professional productions and a robust series of new play development programs that support writers and devisers at multiple points in the creative process. CPT's acclaimed education programs engage communities in devising new works that speak to contemporary issues, and empower participants to work for positive change in our community. CPT's annual budget is around \$2.5 million a year. CPT has 20 full-time staff members.*