

Facilities Coordinator

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Facilities Coordinator to support the Senior Director, Engineering.

FLSA Status: Full Time, Non-Exempt

About Us

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit arshtcenter.org.

Basic Function

Reporting to the Senior Director, Engineering, the Facilities Coordinator provides support to the engineering team for scheduling labor, work orders, preventative maintenance and purchasing. This position will also be responsible for inventory of parts, managing budget tracker and creating other required reports.

Responsibilities

- Support the facility with the day-to-day operations of the building including but not limited to life-safety/first aid program, alarm systems and general maintenance.
- Prepare daily staff work schedules and weekly labor schedules
- Maintains files on work orders, proposals, and department files. Creates vendor files and checks accuracy on completed paperwork submitted by vendors. Trains vendors on work orders and billing procedures.
- Handle inquiries from vendors regarding payments, setting up new vendors, coordinating delivery schedules, directing drop-offs, etc.
- Create spreadsheets and reports for facility-related expenses and equipment as requested
- Assign work orders to technicians, subcontractors and vendors. Communicate work orders to technicians and assist in resolving problems.
- Provide reports on open and closed work orders and check status with the appropriate technician or vendor. Perform daily facility checks and quarterly inspections
- Order maintenance supplies, schedule check-ups, direct and accompany technicians
- Show and engineering support as needed
- Available to be on call as a backup to the Chief, Engineer.
- Other duties as assigned.

Ideal Experience

- High School diploma or GED equivalent required
- Excellent communication skills in English verbally and written
- Minimum of 2 years of related experience
- Intermediate knowledge of Microsoft Outlook and Microsoft Office (Word, Excel and PowerPoint).
- Previous experience working with an engineering, facilities or technical team
- Must have working knowledge of maintenance practices
- Administrative ability
- Experience with CMMS software a plus
- Demonstrated ability to coordinate multiple tasks effectively and efficiently.
- Experience working in an office setting
- Must be able to work a flexible work schedule including nights, weekends, and some holidays

Desired Qualifications

- Associates or Bachelor's Degree in relevant field

- Bilingual (English/Spanish)

Personal Characteristics

The Facilities Coordinator should have:

- Strong problem solving and analytical skills
- The ability to multitask and work well under pressure
- Diplomatic, discreet
- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

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.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Facilities Coordinator search in the title line.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.