

DALLAS CHILDREN'S THEATER

JOB TITLE:	General Maintenance Technician
REPORTS TO:	Facilities Manager
STATUS:	Non-Exempt Hourly
COMPENSATION:	\$16.00/hour; if full-time, benefits valued at over \$7,000 that include: Health insurance, dental insurance, group life insurance and AD&D, LT Disability; plus PTO

Our Mission

The mission of Dallas Children's Theater is to inspire young people to creative and productive lives through the art of theater.

Equity, Diversity, Justice, and Inclusion

DCT is committed to excellence in theater arts programming that challenges and inspires young people from every race, culture, gender, social class, ability, and sexual orientation to develop their unique creative talents and individual perspectives to contribute to a more pluralistic and peaceful world. DCT promotes equity, diversity, and inclusion in all areas of the institution, including its programming, board, and staff.

Summary

Dallas Children's Theater (DCT) is seeking a motivated and responsible professional to join our team to assist with facility operations. Key responsibilities include ensuring a safe and hazard-free workplace environment, responding to minor disturbances and emergency calls, inspecting the property for hazards and equipment repairs, and overseeing contracted services that support daily operations. Qualified candidates will have a minimum of two years of experience or equivalent education and knowledge and experience in facility maintenance. For the right qualified person, this position is a full-time position, eligible for overtime after 40 weekly hours. A flexible schedule and the ability to work nights and weekends are desirable. A part-time role is an option.

Key Responsibilities

- Organization skills to help with maintaining a clean and safe work environment.
- Building repairs and maintenance on flooring, drywall, theatre seating, and office furniture.
- Address leaks, clogs, or other plumbing problems; address basic problems with the building's electricity.
- Assist Facilities Manager in supervising contracted maintenance and repair services that support day-to-day operations, such as cleaning, roofing, landscaping, and HVAC services.
- Regularly tour the Facility to look for and identify building concerns, review logs, identify opportunities, and ensure there are no building operational abnormalities or inefficiencies.
- Respond to minor disturbances and emergency calls; serve as a responder in times of emergency.
- Addressing security issues related to homelessness or loitering
- Other duties as assigned.

Required Qualifications

- Minimum of 2-5 years related experience.
- Physical stamina to work in inside and outside environments, operate equipment and handle a full shift of being active and on your feet.
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked.

- Ability to deal with contractors and fellow employees courteously and tactfully.
- Excellent verbal and written communication skills and a demonstrated commitment to safety, teamwork, and cooperation.
- Demonstrated experience with hand tools such as wrenches, hammers, screwdrivers, trowels, chisels, files, and measuring instruments.
- Demonstrated mechanical aptitude including proficiency in the use of tools and equipment associated with most building repairs and maintenance activities.
- Demonstrated carpentry ability to handle basic repairs around the building utilizing power tools.
- Must have excellent problem-solving skills and be adept at troubleshooting maintenance problems.
- Must have basic knowledge of major building systems (HVAC, mechanical, plumbing, electrical, lighting control, fire alarm, fire protection, security).
- Maintain a regular and reliable level of attendance and punctuality with an open availability for shifts.
- Able to multi-task and perform miscellaneous job-related duties as assigned.

Beneficial Qualifications

- Knowledge of Theater carpentry to assist in production.
- Experience with any or all of - Sky Jack, Scissor Lift, Fork Lift, Boom Lift, and Fall Arrest is an asset.
- Ability to work from verbal and written instructions; accurately interpret sketches, diagrams, and building drawings.
- Able to diagnose minor heating/cooling issues.

Dallas Children's Theater is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status.

To apply, email a resume and cover letter with the following information: background and experience that makes you an ideal candidate to staff.openings@dct.org with General Maintenance Technician in the subject line.

About Dallas Children's Theater

Dallas Children's Theater features professional actors performing for an annual audience of 90,000 young people and their families through mainstage productions and an arts-in-education program. As the only major organization in Dallas focusing solely on youth and family theater, DCT builds bridges of understanding between generations and cultures, instilling an early appreciation of literature, art, and the performing arts in tomorrow's artists and patrons.