



TOWN OF VALDEESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDEESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDEESE.COM

Events & Facilities Supervisor

The Town of Valdeese is seeking an employee in this class to plan, coordinate, organize, provide and supervise part-time staff in accomplishing the smooth operation of events at Old Rock School, Teachers Cottage, and other downtown promotional entertainment and events. Work involves coordination of setup operations for town events; public rentals; and building maintenance, including janitorial needs between events. An employee in this class works closely with the Assistant Community Affairs Director to coordinate scheduling of facility rentals and events. Employee assists with technical equipment including lighting, sound, multi-media, and general set-up, and general maintenance and operations of the facilities. Employee is subject to hazards in facility operations work including hazards such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or chemicals. Work is performed under the supervision of the Community Affairs Director and is reviewed for the quality of programming and performances, effective marketing of shows and facilities, and general community reputation.

Education and Experience Requirements:

Possession of high school diploma or equivalent, and considerable experience in facility maintenance and construction; or an equivalent combination of education and experience. Experience in stage production, including technical lighting and sound operations, is preferred.

Compensation and Benefits:

Anticipated hiring range for the position is \$35,245 - \$44,056. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Morrissa Angi
Community Affairs Director
P.O. Box 339
Valdeese, NC 28690
Telephone: 828-879-6773

Hand deliver application to: Old Rock School, 400 Main St. W, Valdeese, NC 28690 or email mangi@valdesnc.gov

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldeese.com.

Deadline: Open until filled

The Town of Valdeese is an Equal Opportunity/ADA/Drug Free Workplace Employer



Town of Valdeese

EVENTS & FACILITIES SUPERVISOR

I. General Statement of Duties

Performs responsible technical work and facility maintenance operations for Old Rock School and Teachers Cottage facilities while overseeing the daily duties of part-time employees.

II. Distinguishing Features of the Class

An employee in this class plans, coordinates, organizes, provides and supervises part-time staff in accomplishing the smooth operation of events at Old Rock School, Teachers Cottage, and other downtown promotional entertainment and events. Work involves coordination of setup operations for town events; public rentals; and building maintenance, including janitorial needs between events. An employee in this class works closely with the Assistant Community Affairs Director to coordinate scheduling of facility rentals and events. Employee assists with technical equipment including lighting, sound, multi-media, and general set-up, and general maintenance and operations of the facilities. Employee is subject to hazards in facility operations work including hazards such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or chemicals. Work is performed under the supervision of the Community Affairs Director and is reviewed for the quality of programming and performances, effective marketing of shows and facilities, and general community reputation.

III. Duties and Responsibilities

Essential Duties and Tasks

- Supervises and participates in the maintenance and operations of facilities and equipment for various entertainment, cultural, and promotional events including maintenance and repair of technical equipment and set up of stages, light and sound equipment, electrical connections, scenery and props, and related staging.
- Provides technical support for events and productions held at the facility; supervises backstage areas, front of house and pre-show activities, house light levels, length of intermission and curtain calls.
- Oversees and assists with the operation of electrical, light and sound equipment for facility events.
- Oversees and participates in general maintenance of the facility including custodial cleaning, painting, plumbing, carpentry, HVAC, and electrical repairs; oversees and participates in room set up for tables, chairs, lecterns, food service areas, and other room and facility preparation.
- Directs projects such as; site repairs, construction, and preventive maintenance, to ensure completion within established time frames, project design and budget.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure that jobs are completed efficiently; specifications for major capital improvements are within federal, state, and local regulations; and approves inspection reports and payment requests.
- Repairs facility equipment and conducts monthly maintenance and facility inspections.
- Participates in meetings, workshops, and seminars for the purpose of conveying and gathering information required to perform functions.
- Schedules part-time Old Rock School Operators to ensure adequate staffing of facility events.
- Serves as the facility manager in the absence of the Community Affairs Director and works with event coordinators at the venue, prior, during and after the event to ensure quality customer service and that all needs of the event are met to the best of the department's ability.
- Serves as the facility safety coordinator which includes monitoring and regularly up-dating MSDS records, fire codes and OSHA; maintains fire and security systems.
- Coordinates, locates, trains, and supervises maintenance and cleaning staff; coordinates contracted maintenance, repairs, equipment rentals, etc.
- Supervises technical, cleaning and maintenance staff; assists office staff with various tasks.
- Purchases facility equipment and supplies following established Town purchasing procedures and budgetary guidelines, develops long and short range maintenance plans and programs.

- Works with office staff on event scheduling, billing, and identification of technical and equipment specifications needs.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Ability to train for theater and performing arts.
- Ability to gain knowledge of theatrical equipment and stage management including technical sound and lighting equipment operation and maintenance.
- Knowledge of safety rules, regulations, procedures, and practices.
- Knowledge of facilities maintenance and repair including some knowledge of electrical, plumbing, carpentry, HVAC, trades skills and maintenance requirements.
- Knowledge of the Town's personnel and purchasing policies and procedures.
- Skill in inspections, safety practices and laws, handling of hazardous materials, and equipment operation.
- Skill in providing superior customer service to the public, event coordinators, building tenants, local organizations, and government officials.
- Ability to generate renovation and repair schedules, plans, and assessments of all facilities managed by the department.
- Ability to effectively set priorities and manage project completion.
- Ability to recruit and train staff.
- Ability to plan and coordinate the work of temporary, volunteers, or paid workers and provide motivation and leadership.
- Ability to express ideas and communicate effectively in oral and written forms.
- Ability to deal tactfully, firmly, courteously with the public, establish and maintain effective working relationships with other employees, supervisors, and the general public.
- Ability to support department staff with outdoor events when necessary; including but not limited to: the Waldensian Festival, Independence Day Celebration, Family Friday Nights Summer Concert Series, Treats in the Streets, Christmas events, and craft shows.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently and constantly to pick up and move objects.
- Must possess the visual acuity to work with data and figures, operate a computer and other machines, distinguish colors, and read extensively.

Desirable Education and Experience

- Possession of high school diploma or equivalent, and considerable experience in facility maintenance and construction; or an equivalent combination of education and experience. Experience in stage production, including technical lighting and sound operations, is preferred.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.