

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:

Facilities & Events Associate
Seasonal, Non-Exempt Employee

Position Overview

California Shakespeare Theater (Cal Shakes) is looking for a Facilities Associate to join our Facilities staff primarily to work show shifts and provide support for events. The position is responsible for the weekend and weekday afternoon upkeep and maintenance of our stunning outdoor amphitheater, support buildings, and grounds, all located in the beautiful East Bay hills near Orinda. In addition, you will provide support during various events, including Student Matinees (SMATS), Opening Nights, and miscellaneous events. The ideal applicant will have a love for the outdoors; a passion for eco-friendly infrastructure; and be able to effectively maintain the complex needs of our space. We would prefer that you also have two or more years of facilities experience, and it's a bonus if you have a theater background! This is a part-time, seasonal, hourly position that lasts from May to October each year. The position reports to the Facilities Manager.

The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater strives for an inclusive work environment and actively works to embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

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Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion Statement: At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Essential Duties and Responsibilities:

- **Maintenance of the Grounds:** The Facilities Associate will do maintenance and landscape duties to maintain the grounds. Tasks include but are not limited to: leaf blowing, garbage pickup, light janitorial, event preparation, power washing and landscaping. During weeks without productions, the Facilities Associate will provide onsite renovations and maintenance lead by the Facilities Technician.
- **Event Support:** Work with event organizers on set-up, during event support and tear down.



701 Heinz Avenue, Berkeley CA 94710
www.calshakes.org

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- House Staff: Facilities Associates will be able to pick up shifts as a House Associate when available. These shifts occur during our performances and consist of: welcoming patrons to the Bruns; assisting patrons by answering questions and helping them to their seats; and other duties requested by the House Manager.

Qualifications:

You are an ideal candidate if you:

- Share with us a commitment to inclusion and equity
- You enjoy working in a creative, collaborative, fast-paced atmosphere and contribute to the creation of a positive work environment
- Proactive, flexible, self-disciplined and reliable. Our Ideal Candidate anticipates problems, comes up with solutions, and hands them off to their manager for review and then implements them; is able to balance facilities needs with those of production and performance schedules; can handle unforeseen complications as well as frequent interruptions
- Experience in Event support is helpful.
- Ideally have two years of experience in facilities, stage carpentry or maintenance work, preferably in an outdoor setting.
- Have strong written and verbal communication skills
- Basic computer skills, including email, Word and Excel.
- Strong organizational and priority setting skills.
- A Class B Driver's License is welcomed but not required.

Special Environment Factors:

- Mostly outdoor work activity, heavy-lifting (up to 40lbs), walking on uneven ground. The work week is potentially flexible and will vary.
- The theater in Orinda is not reachable by public transportation. The closest BART station is Orinda and it is over a mile on a public highway to the theater entrance. We prefer that you have regular access to a vehicle because of the hours and location of the position.
- Position requires daytime hours, and some evening or weekend hours, primarily at our outdoor Amphitheater site in Orinda
- The ability to drive motorized vehicles. The position requires the technician to frequently drive a golf cart and Cushman around the property.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Efficient execution of the job during the season may require that the employee have access to and operate an automobile in order to work at the Amphitheater site when required.

Other Details

Time Commitment: 16-35 hours per week

Duration: 5 months between May and October

Supervision: Facilities Manager oversees this position.

Compensation: The pay range is between \$13-\$16/hour DOE.

To apply: Email your cover letter, resume, and desired salary range to dvennemeyer@calshakes.org



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