

# CAL SHAKES

**Position Description**  
**Facilities Staff**  
**Part-time non-exempt position**

## **The Opportunity**

California Shakespeare Theater (Cal Shakes) is looking for Facilities Staff to join our staff. The position is responsible for the weekend upkeep and maintenance of our stunning outdoor amphitheater, recently constructed support buildings, and renovated grounds, all located in the beautiful East Bay hills near Orinda. 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. You should have two or more years of facilities experience, ideally with a theater background. This is a part-time, seasonal, hourly position that lasts from April to October each year. The position reports to the Seasonal 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 has an inclusive work environment and actively embraces 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.

## **Our 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.

## **Qualifications and Skills**

You are an ideal candidate if you:

- Share a respect for a diversity of backgrounds and voices. Diversity encompasses race, gender, ethnic group, culture, age, personality, thinking style, education and background.
- 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
- Have a minimum of two years of experience in facilities, stage carpentry or maintenance work, preferably in an outdoor setting.
- A strong, positive communicator. The position also requires frequent interaction with the public, and since the amphitheater is in Orinda and the administrative offices are in Berkeley, the Facilities Staff must be able to communicate clearly with the Seasonal Facilities Manager and Assistant Facilities Manager—via telephone and written communication.
- The ability to drive motorized vehicles. The position requires the technician to frequently drive a golf cart and Cushman around the property.

- Have strong written and verbal communication skills
- Basic computer skills, including email, Word and Excel.
- Strong organizational and priority setting skills.

### **Essential Duties and Responsibilities**

- **Maintenance of the Grounds:** The Facilities Staff 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 technician will provide onsite renovations and maintenance lead by the Assistant Facilities Manager.
- **Emergency Maintenance:** As the sole facility technician on site during performances, Facilities Staff will need to be able to problem solve onsite emergencies and issues as they come up, passing along on site information regarding these emergencies in a report to the Seasonal Facilities Manager and the Assistant Facilities Manager.
- **Interdepartmental Support:** Facilities Staff will on occasion be asked to provide interdepartmental support to aid in the production of the play, putting up and bringing down a sunshade during tech week.
- **House Staff:** Facilities Staff 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.

### **Special Environmental Factors**

- Position requires afternoon, evening and weekend hours, primarily at our outdoor Amphitheater site in Orinda. 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.
- The organization has two workplaces: offices in Berkeley and at the Bruns Amphitheater in Orinda.
- The position at the Bruns Amphitheater: extended standing, walking on uneven ground (hills, gravel, and rocks), working outdoors with no effective protection from weather for extended periods of time.

Supervision: Facilities Staff reports to the Seasonal Facilities Manager.

Compensation: \$13-16 DOE. This is a seasonal, part-time, exempt position of about 16-25 hours per week depending on availability. The job will last from approximately May 15-October 31<sup>st</sup>.

Application: Email your cover letter, resume, and desired salary range to [opportunities@calshakes.org](mailto:opportunities@calshakes.org).

For more information about Cal Shakes please visit our website at [www.calshakes.org](http://www.calshakes.org)