



**JOB DESCRIPTION: Facility Manager**

Date: July 7, 2025

Classification: Full time (40 hours per week), exempt, benefits eligible

Reports to: Managing Director

**POSITION SUMMARY**

The **Facility Manager** at TimeLine Theatre is responsible for the hands-on operation, maintenance, and repair of TimeLine's physical facilities, systems, and equipment, ensuring an environment which is clean, safe, and in good repair for all campus users. This position will oversee our primary campus at 5033-35 N. Broadway in Chicago (now under construction with an expected completion in early 2026) and any ancillary storage or other facilities which the organization may operate. The Broadway campus will include a primary building with a performance venue, offices, production facilities, and public spaces including a café. Outdoor areas will include a patio seating area, parking, and loading dock. This role requires knowledge of buildings and building systems, excellent attention to detail, flexibility to work during non-typical business hours as needed, and the ability to work collaboratively with various teams. All TimeLine employees are expected to perform their duties in a manner consistent with the organization's core values and personnel policies.

**PRIMARY FUNCTIONS**

- **Facility Commissioning & Documentation:** The Facility Manager will participate in construction meetings, commissioning processes, and any other activities necessary to understand and document TimeLine's new campus as thoroughly as possible, and will, with the Director of New Home Development and Managing Director, and building contractors, lead all processes related to the opening and initial use of the facility, including creating and maintaining a Standard Operating Procedure document, and developing facility-related policies and procedures.
- **Facility Operation, Maintenance, Repair, & Improvement:** The Facility Manager will develop and execute a maintenance and operating program which proactively cares for the entire property and ensures building systems are operating as efficiently as possible, including routine processes such as addressing maintenance requests, inspections, cleaning, and maintaining inventories. In addition, the Facility Manager will serve as first responder for facilities-related issues and emergencies and address urgent repair/maintenance matters promptly, either directly or by overseeing outside vendors, correcting systemic issues as necessary/possible to minimize downtime and increase efficiency. The Facility Manager will collaborate with the Managing Director on and coordinate and/or execute any capital improvement projects, and with the Director of Production on matters related to theatrical systems.
- **Safety & Security:** The Facility Manager will develop, maintain, and oversee facility-related safety and security-related matters, including documents, policies, procedures, systems, and staffing; and ensure that the organization's facilities meet all city, county, state, and federal codes and regulations. The Facility Manager will manage campus access including the management and distribution of keys and keycards.
- **Facility Administration:** The Facility Manager will conduct all facility-related administrative duties, including (without limitation): budgeting and tracking expenses, submitting payments for processing, preparing and maintaining a capital improvement plan, overseeing any future

facility-related staffing, maintaining relationships with facility vendors, and maintaining facility licenses and inspections.

## **OTHER DUTIES**

The Facility Manager will be expected to collaborate with other staff members (e.g., Director of Production, Managing Director, Director of Audience Services, Finance Manager) on issues such as facility rentals, facility scheduling, future capital improvements, and facility needs related to production work and audience services. The Facility Manager will serve as primary communication point with other staff for all facility-related matters or will collaborate with the Managing Director on such communications.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **COMPETENCIES**

- **Attention to Detail:** Meticulous in executing tasks to ensure high quality and accuracy.
- **Time Management:** Efficiently manage time and prioritize tasks to meet deadlines.
- **Problem-Solving:** Proactive in identifying issues and implementing effective solutions.
- **Communication:** Ability to clearly and succinctly ask and answer questions, provide updates, and describe the organization's financial situation verbally.
- **Interpersonal Skills:** Strong ability to collaborate and build relationships with various stakeholders, including board members, donors, volunteers, and others.
- **Technical Proficiencies:** Skilled user of standard power and hand tools, standard building systems, and standard software including Microsoft Office suite.
- **Financial Proficiencies:** Ability to develop and manage a budget and stay up to date with financial processes throughout the year.

## **EDUCATION & EXPERIENCE**

- Required:
  - At least 5 years of experience in commercial facility maintenance, management, or construction, or commensurate education.
  - Working knowledge of basic carpentry, electrical, plumbing, and mechanical systems.
  - Knowledgeable and experienced in industry best practices including reliability-centered maintenance, safety standards, energy management practices, and other cost-effective solutions.
  - Ability to read and interpret construction documents, technical procedures, and government regulations.
- Preferred:
  - Industry certifications and licenses (SMT, SMA, BOC, CFC) and OSHA safety training
  - Theatre or live entertainment venue experience
- Transferrable skills/education, especially in theatrical production, will be considered.

**SUPERVISORY RESPONSIBILITIES** Currently, this role does not include staff supervision, but supervision of employees may be added through future staffing growth. This role will establish and manage various vendor and contractor relationships.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

This role will predominantly work onsite at TimeLine's facilities and may require being "on call" and working nights, weekends, holidays, and other times as demanded by campus operations, maintenance, repairs, and emergencies. Occasional remote work may also be possible. When working remotely, use of videoconferencing software and other teleconferencing equipment and a personal internet service connection will be required.

This role routinely uses equipment such as hand and power tools, electrical/plumbing/mechanical equipment, computers, phones, photocopiers, and filing cabinets. This role requires performing physical labor, lifting/maneuvering 60 pounds or more, climbing/negotiating stairs and ladders and working at heights of up to 30 feet, and entering and working in all areas of a building, including (without limitation) roofs, catwalks, and utility rooms, is required.

## **COMPENSATION AND BENEFITS**

- \$55-65,000 per year based on skills, qualifications, and experience.
- Benefits package including health, dental, vision, and life insurance; optional 403(b) retirement (no company match at this time); and paid time off (vacation, personal, sick, maternity/paternity/adoption, and holiday)

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

## **TO APPLY**

Please email resume, a brief cover letter and references addressed to [employment@timelinetheatre.com](mailto:employment@timelinetheatre.com) with the subject line "Facility Manager Application." This position will be open until filled.