



JOB POSTING

JOB TITLE	Facilities Operations Manager
REPORTING TO:	Executive Director
SALARY:	\$58,000-\$75,000, based on experience
FTE STATUS:	1.0
DURATION OF POSITION:	Regular
DATE POSTED	January 16, 2020
POSTING EXPIRES ON	Sunday February 9, 11:59pm

SKETCH Working Arts is a community-arts enterprise based in Toronto engaging young people homeless, on the margins, ages 16-29, coming from across Canada. SKETCH creates equitable opportunities for diverse young people to experience the transformative power of the arts; to develop their leadership and self-sufficiency in the arts; and to cultivate social and environmental change through the arts.

POSITION OVERVIEW

The Facilities Operations Manager is responsible for providing the most efficient ways to operate the indoor and outdoor facilities, art studios and equipment of SKETCH (Admin Hub, Lower Level Studios, Gardens), and its information technology.

RESPONSIBILITIES

Supervised by the Executive Director, the Facilities Operations Manager will work to ensure that the organization's facilities, art studios, equipment, operations and information technology are running as efficiently as possible. This will be executed through the consistent and scheduled, hands-on monitoring and analysis of procedures and systems, strategizing and implementing improvements where necessary, to facilitate the program, administration and resource development activities of the organization.

Facilities Operations

- Oversees all aspects of the Operations of the SKETCH spaces to contribute to long-term operational excellence;
- Responsible for the effectiveness and efficiency of facilities, equipment, operations, and IT.
- Develops and coordinates daily overall facilities and studio-specific guidelines and protocol documents, including maintenance, use, and Health and Safety;
- Supervises the operations team;
- Liaises and negotiates with team members as to how to most efficiently organize facility and operational needs for programs, projects and events;
- Chairs the Health and Safety Committee, and reports risks to Directors;
- Develops and Monitors the Facilities and Operations budget;
- Oversees basic maintenance, requests and repairs;
- Responds to emergency calls (out of hours and inside work hours) relating to building maintenance and security;
- Oversees and approves all equipment purchases or acquisitions, and tracks inventory of all equipment;
- Supports logistics, equipment and technology for SKETCH programs, events, meetings, programs, exhibitions, and third-party SKETCH partnership events.

SpaceShare Management

- Oversees all aspects of SpaceShare development, management, communications and client relations;
- Secures annual facilities rental targets through staff-led marketing projects coordinated with the communications team (ie. Newsletter, Website, Socials);
- Ensures efficient tracking of SpaceShare rentals and income;
- Hiring and Supervision of Rental Hosts;
- Ensures smooth transitions and communications between Program and SpaceShare activities.

IT and Technology

- Coordinates all IT and Technology for Admin Hub and Lower Level Studios;
- Maintains all computers, servers, ethernet networks and data storage, and troubleshoots all issues to do with technology and technology services;

Other

- Follows policies, procedures and Health & Safety standards, and works in a safe manner;
- Strong problem-solving skills, including the ability to navigate multiple activities and challenges with limited resources;
- Good understanding of the creative process and art studio practices;
- Establish relationships with essential stakeholders and Board of Directors.

Qualifications

Must have extensive experience in a similar role (Operations, Superintendent, Office Manager, or Art Studio Manager). Experience overseeing small teams (6-10 people) is an asset. Working knowledge of repair and general facilities maintenance. Strong project management experience with the ability to multitask and project forecast with accuracy.

Job Knowledge

- Extensive Operations/facilities management experience preferably working in the non-profit/charitable system or an arts industry association;
- Experience providing administrative support to Boards;
- Extensive experience in project management and events planning;
- Knowledgeable of technology and maintenance, especially network shared server systems, printing, installing software and software management, data management and cloud services, and VOIP phone system.

Strong Assets

- Lived Experience or Deep Knowledge of Poverty and Oppressions;
- Working knowledge of Equity, Anti-Oppression / Anti-Racism, and Transformative Justice principles and frameworks;
- Commitment to be a contributing member to a learning organization;
- Excellent communication skills with an ability to negotiate and mediate with diverse personalities and professionals (i.e. outside contractors);
- Knowledge of marketing and renting facilities;
- Proven track record of responsive and cooperative leadership;
- Training Certification PART 1 & 2 in Public Health & Safety
- Familiarity with art studios, practices and equipment (such as ceramic studios, kitchens, painting studios and / or music recording studios);
- Have access to a vehicle.

Join Our Team!

Accommodations are available on request for candidates taking part in all aspects of the selection process including alternate format materials, accessible meeting rooms or other. Please let us know and we will work with you to meet your needs.

SKETCH Statement of Inclusion

SKETCH is committed to ensuring that members of traditionally marginalized and equity-seeking groups, from a broad range of communities, apply for positions within the organization. SKETCH is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression resulting in the denial of their full participation in society. We prioritize qualified applications from those who identify as Black, Indigenous, People of Color, person with disabilities, women, queer, trans or non-binary persons or any combination of these intersections. SKETCH recognizes that people from these communities are most affected by homelessness and poverty in Toronto. We encourage you to self-identify in your application.

To put forward your candidacy, please submit a cover letter and resume to: **Hiring Committee** at opportunities@sketch.ca by **11:59pm, February 9, 2020**.

While we thank all candidates for their application, only those selected for an interview will be contacted.