



Job Title: Facility Operations Coordinator

Department: Facilities & Operations

Reports To: Facility Operations Manager

Job Status: Full-Time; Exempt

Company Description

The Tobin Center for the Performing Arts has transformed performing arts in San Antonio delivering a world-class venue and world-class performances for all. The Tobin Center strives to excite all ages, cultures, lifestyles and income levels with performance by many different artists in a wide variety of genres.

The Tobin Center's mission is to provide state-of-the art facilities and services in support of its major tenants: San Antonio Symphony, Opera San Antonio, Ballet San Antonio, Classical Music Institute, and Youth Orchestra San Antonio and other nonprofit performance companies. To be self-supporting, The Tobin Center also presents commercial programming and rent facilities to for-profit organizations. In addition to hosting publicly ticketed events, The Tobin Center plays host to a number of private events, including galas, dinners, dance parties, weddings, and corporate buyouts.

The Tobin Center is comprised of three venues and three additional buildings.

- HEB Performance Hall – 1,751 seated or 2,100 general admission capacity performance space in the HEB Performance Hall. The main floor is convertible from a traditional, raked theater seating to a flat floor for banquet or cabaret style accent concert seating.
- Carlos Alvarez Studio Theater - 259-seat black-box theater with numerous stage and seating configurations.
- Will Naylor Smith River Walk Plaza – adjacent to San Antonio's famous River Walk for plaza casts, film festivals, receptions, and wedding receptions.
- Administration Building – three level office building that houses the Tobin Center's administration staff as well as provides offices for the Ballet San Antonio, Symphony San Antonio and Classical Music Institute.
- Tobin Garage - six floor, 560 space parking garage. The garage is operated and maintained by LAZ Parking. The First Baptist Church occupies the majority of the first floor built-out space. Remaining space is leased to Stout's Signature at The Tobin.

- “Laotian Building” - single floor building for storage and leasing opportunities located between The Tobin Center and The Tobin’s parking garage.

Essential Functions:

Under the direction of the Facility Operations Manager, the Facility Operations Coordinator is responsible for the operation and management of facility systems, Gala Floor System, security systems and non-theatrical equipment in both The Tobin Center and the Administration Building. Additionally, this position will assist in coordinating event set-up / tear down crews to meet the event servicing requirements of the organization.

Education, Skills, & Experience Required:

Bachelor's Degree/certificate from an accredited college or university. Knowledge of facilities experience preferred. However, commensurate work experience in facility coordination will be considered.

Working knowledge and experience with:

- Operation of HVAC, electrical, security and building management systems;
- Developing and implementing preventive maintenance schedules;
- Supervision of event set-up and tear down crews
- Supervision of events as assigned.

The successful candidate will possess project management knowledge with analytical, problem solving and administrative skills. Outstanding technical writing and exemplary verbal communication is necessary. This position must be able to interact effectively with staff throughout the company. The Facility Operations Coordinator must be able to work independently as well as cooperatively within a team structure, and prioritize and manage multiple tasks with organizational capability and effective time management and planning skills. Additionally, the Coordinator must be able to quickly interpret, analyze, and learn new technologies.

Position Responsibilities:

Key activities include but are not limited to:

- Troubleshooting of facility systems as outline above
- Establishment of priorities
- Oral and written communications
- Plan, direct, and supervise assigned personnel
- Provide leadership and coordination of multiple activities
- Interpret service orders into work plans for execution

- Operate and provide support for the Gala Flooring System
- Provide necessary updates to Gala System and hardware upgrades
- Develop and recommend improvements to facility systems
- Other duties as assigned

Physical / Mental Activities:

Requirements and demands commonly associated with the performance and functions of this job include:

- Standing
- Walking
- Sitting
- Reaching
- Stooping
- Climbing ladders
- Crawling in / through low spaces
- Hand and finger dexterity
- Clear speech
- Hearing / listening
- Clarity of vision with the ability to bring objects into sharp focus; color perception
- Reading and writing
- Clerical
- Basic math and analytical skills
- Judgment, problem solving, and decision making
- Heavy lifting and moving of equipment

Environmental/Atmospheric Conditions

Primarily inside; some work outside with landscape. General office conditions.

Machines, Tools, Equipment and Work Aids

Mechanical and electrical equipment, Gala Floor System, computer, printer, copier, fax and phone.

Links: www.tobincenter.org