

**Actors Theatre of Louisville**  
**BUILDING SERVICES STAFF MEMBER**  
**Posted August, 2018**

**Position:** Building Services Staff Member  
**Reports To:** Building Services Supervisor  
**Department:** Operations  
**FLSA:** Non-Exempt

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of a Building Services Staff Member.

Under the leadership of Managing Director Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

**Summary of Position:**

The Building Services Staff Member is responsible for effective completion of standard daily cleaning procedures, specialty cleaning, support services for events and maintaining the overall appearance of the Actors Theatre' facilities.

**Essential Functions:**

- Complete daily standard cleaning program with thoroughness and efficiency
- Facilities care duties to including, but not limited to: trash removal, bathroom sanitation, vacuuming, carpet cleaning, sweeping, dusting, window cleaning, polishing, etc.
- Monitor facility conditions on a daily basis and take initiative to enhance facility conditions.
- Fulfill work order requests for cleaning, special projects, repairs and events.
- Assist in the completion of event set up and strike including tables, chairs, podium, sound system, etc.
- Maintain records relating to daily routines, supplies, maintenance programs, events, etc.
- Availability to work on weekdays, weekends and evenings as scheduled.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of facility care: floor care, carpet cleaning, bathroom sanitation, chemical cleaner usages, equipment operation, surface and window care.
- Ability to lift, push, pull or otherwise maneuver up to 60 lbs. repeatedly, either alone or with assistance.
- Ability to walk/stand for substantial periods of time during shift.
- Ability to utilize a computer to read emails, schedules and work order requests.
- Ability to understand and follow written instructions in the English language.
- Ability to work independently to achieve assigned tasks with limited direct supervision.
- Ability to work as a team member and maintain a positive attitude in times of stress.
- Ability to work on ladders, mechanical lifts or other high places.
- Ability to communicate effectively and in a professional manner with other team members, staff, vendors, and theatre guests.

**Minimum Qualifications:**

- High School diploma or equivalent
- One (1) experience in building facility maintenance.
- Some computer experience.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

**Compensation:**

Compensation is \$11.40 an hour. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

**To Apply:**

Applicants interested in applying for this position must email resume and three (3) professional reference to:

Ricky Baldon, Building Services Supervisor  
[rbaldon@actorstheatre.org](mailto:rbaldon@actorstheatre.org)

cc: [Marie Tull, Human Resources Manager](mailto:mtull@actorstheatre.org)  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*