

CUSTODIAL MANAGER at LANGHAM COURT THEATRE

Job Description / Advertisement

The Victoria Theatre Guild and Dramatic School is seeking a custodial manager for its heritage community theatre facility – Langham Court Theatre (805 Langham Court). This position is a contract position. The Custodial Manager reports to the General Manager, and provides updates to the Board of Directors and to the theatre membership at annual general meetings as required.

Desired skills:

- Facilities and custodial management experience, including:
 - knowledge of basic building systems and general repair / maintenance / grounds upkeep (required)
 - experience with safety and security
- Love of community theatre and its sometimes chaotic environment
- Ability to work flexibly and sometimes on-call (must have own transportation)
- Excellent communication skills, including experience working with and scheduling volunteers

Appendix A – Description of Services for Custodial Manager

Custodial Services

The required custodial tasks are listed below, based on the frequency with which they must be performed. A “Running Production” is defined as one of the Guild’s regular season performances, which begins with Preview Night and ends with Closing Night of that show. Custodial tasks required during Running Productions are to be completed at least one hour before show time.

Note: The Standard Compensation was calculated based on an estimate that approximately 50 hours per month would be required to complete the tasks described below.

Tasks to be Completed Every Day during a Running Production and on a Regular Basis

- Empty all garbage cans and recycling
- Clean and restock all bathrooms
- Clean and tidy / organize the bar, the lounge, the lobby, the auditorium, the dressing rooms and the green room
- Empty all cigarette butts from outside containers

Tasks to be Completed Regularly

- Vacuum all carpets including those in the lobby, the auditorium, the lounge and the basement
- Clean all windows and mirrors
- Laundering bar and dish towels
- Walk the exterior of the theatre building, particularly the path from the front door to the lounge door where patrons enter, and remove trash, cobwebs, etc., as required

Tasks to be Completed as Necessary

- Pre- and post-cleaning / general tidying for meet and greets, technical weekends, annual meetings and membership parties (schedule of events to be discussed with the Theatre Manager)
- Strip and wax floors
- Periodic cleaning of walls and baseboards; periodic high dusting and window washing
- Maintenance of cleaning supplies
- Advise the Facilities Manager of maintenance requirements observed while working inside and outside the theatre.

Maintenance Services

Tasks to be Completed Regularly

- Building Maintenance and Repairs as required
 - Major systems (HVAC, water, lighting)
 - External building maintenance (roof, gutters, walkways, stairs, parking lot)
- Grounds Maintenance
 - Including coordination of volunteers and resources for gardens, arranging for tree maintenance
- Safety and Security of the theatre premises
 - responding to alarm calls with Price's Security
 - ensuring compliance with fire department and municipal safety requirements
 - promotion of safety to theatre users

Tasks to be Completed as Necessary

- Coordination of contractors for performance of facilities work beyond general maintenance and repairs
- Working with other theatre personnel (including the General Manager, Front of House Manager, Tech Director, and Builders) and volunteer production teams to ensure the facility is available and in good condition
- Participating in long-term planning as it relates to the facility