

Gateway Film Center

Job Description – Manager of Facility Operations

Position overview

The Manager of Facility Operations is responsible for executing strategic and tactical plans designed to ensure that the building, property, and all equipment essential to the operation of the film center are properly installed, cleaned, maintained and/or regularly serviced. The Manager of Facility Operations will be responsible for ensuring Gateway Film Center is compliant with relevant city building codes and safety regulations, while maintaining a sound budget and managing expenses, and will supervise daily janitorial operations and in-house staff.

The Manager of Facility Operations must be a positive leader, living the film center values while helping to achieve the Gateway Film Center mission. The Manager of Facility Operations will be part of an integrated Business and Finance department that provides a solid operational foundation of facility and equipment maintenance, upgrade, clear operational and safety guidelines, and transparent accounting and other business practices.

Internal and External Responsibilities

Achieving Goals

- The Manager of Facility Operations will collaborate with the President and the Director of Business and Finance to establish and execute strategic and tactical plans that promote the mission of Gateway Film Center while managing expenses.
- Ensure internal and external facility operations tactics are in place to support the expansion and growth of the Gateway Film Center audience.
- Responsible for project management, execution and timely delivery of facility operations tactics and collateral.
- Communicate effectively and provide, in a timely and accurate manner, all information necessary for the team to function properly and to make informed decisions.
- Deliver regular updates to the team regarding Gateway Film Center's achievement of mission-driven facility operations objectives.

Organizational Leadership

- Responsible for daily supervision of janitorial operations and staff.
- Provide positive leadership and coaching to all staff and ensure activities are aligned with the mission and the strategic direction of Gateway Film Center.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; promote a positive, mission driven, multicultural work environment.
- Support the development and management of a professional organization and operational processes that will enable Gateway Film Center to achieve its objectives.

Financial Management

- Assist in the execution of strategic long- and short-range capital improvement plans and preventative maintenance schedules to ensure the financial success and long-term financial sustainability of Gateway Film Center
- Ensure that the budget and financial goals are adequately benchmarked against actual results.

Community Relations and Fundraising

- Serve as a Gateway Film Center representative to the organization's constituents, staff and the general public.
- Support, as directed, special event activities for Gateway Film Center renters, staff and membership.
- Enhance the image of Gateway Film Center by being active and visible in the community and by working closely with and developing relationships with corporate, civic and arts leaders.
- Establish and maintain relationships with appropriate vendors, both locally and nationally, and utilize those relationships to strategically enhance Gateway Film Center's Mission.
- Assist in the execution of fundraising programs and initiatives for corporate, government, and individual donors.

Guest Experience

- Ensure the execution of comprehensive facility and janitorial operations strategies that will promote the activities and programs of Gateway Film Center and maximize long-term revenue potential consistent with the organizational mission.
- Take a leadership role in the planning, preparation and execution of all film center events.
- Assist in the continued training and development of film center associates.
- Assist in the delivery of high quality and innovative programming that meets the needs and desires of the communities Gateway Film Center serves, within the parameters of the annual budget.
- Communicate regularly with the team, sharing the film center's mission, values and results.

Reports to

Director of Business and Finance

Minimum requirements

- Undergraduate degree preferred
- 2-3 years of experience in leadership or supervisory role

Send cover letter and resume to dcraig@gatewayfilmcenter.org