The Facility Manager of the Karayanis Rehearsal Production Center (KRPC) is responsible for all aspects of facility management and infrastructure operations of the Center’s offices, rehearsal rooms, lobbies, restrooms, canteen, scenic and costume warehouses, wig and makeup room, properties shop, choral office, music library, and archival storage locations. Position responsibilities include the development, implementation and oversight of facilities-related operating policies, procedures, and standards.

Essential Duties and Responsibilities:

- Manage and maintain all KRPC infrastructure and assets according to the usual and customary duties of a facility manager.
  - “infrastructure” defined as but not limited to electrical, plumbing, mechanical, HVAC, fixtures, floors, walls, doors, windows, fire extinguishers, and exit/safety lighting.
  - “assets” defined as but not limited to furniture, appliances, pianos/keyboards, props, costumes, sets, carts/dollies, fans, portable lighting, tools, and studio specific items and equipment.
- Engage and manage vendors required for building maintenance: exterminators, landscaping, porters, plumbing, HVAC, roofing, exterior gate, fire sprinkler/alarm, air duct cleaning, waste management, etc.
- Review and competitively bid all service contracts.
- Work collaboratively with the Director of Information Technology to support KRPC facility’s’ shared network infrastructure including Wi-Fi internet access, shared phone system, copy machine, and any similar shared technology.
- Manage building security infrastructure, vendors, and staff – security cameras, security alarm system, door locks/keys and required distribution/collection to seasonal staff and engaging and managing security guards for rehearsals/events as required.
- Ensure compliance with all fire and life safety requirements and regulations.
- Monitor security, fire and weather notifications and respond to emergencies, reporting on site after-hours when necessary. Contact internal phone chain and proper authorities as required.
- Hire, train and manage Facility Assistants as required to support KRPC operations – opening/closing facilities, configuring rehearsal rooms as required by TDO production or third-party licensees, and general maintenance and operations.
- Work with Technical Director to schedule and support KRPC load-in(s)/out(s): temporary dock installation and warehouse access/configuration.
- Manage shipping and receiving to and from the KRPC including general post, supplies, and production elements including some palletization as required in coordination with the Technical Director and Costume Shop Manager.
- Coordinates communication among internal staff in all departments as appropriate, including attending regular Operations tactical meetings, producing, and distributing event detail.
communication, and working in close collaboration with Operations to avoid potential issues and facilitate the successful resolution of any competing interests.

- Work collaboratively with TDO leadership to maintain a COVID compliant and safe facility and implement necessary facility changes and other safety responses as needed (e.g., configuring FarUV lighting devices, maintain air filtration in HVAC system, configure fans and general circulation as required).
- Procure supplies for KRPC: facility light bulbs; cleaning equipment and supplies; restroom supplies such as paper towels, toilet paper and hand soap; canteen hospitality items; office supplies; and production items and perishables (tape, tie line, etc.).
- Manage and assist with parking requirements/availability for rehearsals/events with large personnel in attendance, and, schedule and manage parking sale to State Fair patrons at the KRPC seasonally.
- Maintain relationship with Fair Park and serve as TDO liaison.
- Work with the Finance department in facilitating required property insurance coverage.
- Manage operations within approved facility budget in collaboration with Production Manager.
- **Venue Rentals:**
  - Respond to and manage all facility rental inquiries and requests.
  - Contract and manage outside licensee rental activity including serving as the client’s primary point of contact throughout the event coordination process.
  - Schedule, staff, and coordinate rental(s) of the KRPC, including productions, rehearsals, and other community events involving third party licensees.
  - Ensures that professional rental processes and procedures are embedded into the culture of the organization to meet customer requirements.
  - Exercises sound independent judgment and exemplary integrity in all internal and external interfaces with event clients.
  - Evaluates standards and practices to consistently improve event operations and guest/client satisfaction.

- Salary Range - $45,000-$60,000

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. This position will remain open until a diverse and qualified pool of candidates has been identified. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply: please send a cover letter no longer than two pages and resume to recruitment@dallasopera.org, using the subject line “KRPC Facility Manager.” Please send PDF file only. No phone calls please.

As of May 16, 2023