



Job Description

Job Title:	Facility Operations Manager
Department:	Facilities & Operations
Reports To:	Vice President of Operations
Job Status:	Full-Time, Exempt
Salary:	\$53,000-\$55,000

About the Tobin Center for the Performing Arts

The Tobin Center is San Antonio's premier cultural arts center, dedicated to driving meaningful community change through world-class entertainment, supporting local performing arts, and ensuring accessible arts education. Our state-of-the-art facilities attract diverse audiences with stunning architecture, exceptional acoustics, and a flexible 1,750-seat H-E-B Performance Hall, a 259-seat Carlos Alvarez Studio Theater, and the scenic Will Naylor Smith River Walk Plaza. Beyond our main venues, our campus includes an Administration Building, the Tobin Garage and the "Shirt Factory Building". We also operate Tobin Entertainment LLC, which promotes quality entertainment nationwide, generating vital support for our local programs.

Our Culture

At The Tobin Center, we aspire to be an organization with a **culture of excellence** that attracts and retains the best in the business. Our success is only possible because of our people—a team of passionate professionals dedicated to making a positive impact on our community.

We are committed to creating a **supportive workplace with open communication** where all are treated with dignity and respect, and all voices are heard. **Innovation and collaboration** are at the heart of how we work, driving success through shared ideas and clarity of purpose. We encourage **personal and professional growth** in an eclectic and inclusive workplace that values hard work, initiative, and fun. We assume the best in one another, **cultivating trust and inclusiveness** as we grow together. We embrace a culture of **challenging the status quo**, empowering our people to take risks to achieve our mission.

The Opportunity

The **Facility Operations Manager** plays a critical role in ensuring the seamless operation, pristine condition, and safety of The Tobin Center's dynamic facilities. You'll be the linchpin for all facility systems, leading maintenance, responding to critical issues, managing key vendor relationships, and overseeing the efficient setup and teardown of events for a wide variety of performances and private events. This role operates with autonomy in day-to-day decisions and requires proactive planning and close collaboration across departments to ensure the success of every event and the smooth functioning of our venues. If you're a proactive problem-solver with technical aptitude, a proven leader, and have a passion for supporting a vibrant arts environment, we encourage you to apply.

What You'll Do

- **Oversee Facility Systems & Maintenance:** Manage the comprehensive operation, planning, and maintenance of all building systems, including electrical, plumbing, HVAC, fire life safety, landscaping, elevators, carpentry, locks & keys, security systems, custodial services, and the specialized Gala Floor System.
- **Preventive Maintenance Programs:** Develop, plan, and execute robust preventive maintenance programs across all Tobin Center buildings to ensure long-term functionality, safety, and operational efficiency.
- **Vendor Management:** Oversee and manage relationships with third-party vendors for custodial services, event setup/tear-down, and various trades, ensuring high-quality service and compliance.
- **Hands-On Maintenance:** Perform small maintenance tasks as needed, utilizing practical technical ability in various trades.
- **Event Planning & Coordination:** Actively plan, coordinate, and communicate across departments regarding event details and timelines, ensuring seamless facility support and readiness for all performances and gatherings.
- **Event Supervision & Support:** Lead and actively assist in the planning, setup, execution, and transition of events and performances, supervising, coordinating, and executing tasks with crews as assigned.
- **Life Safety & Security:** Ensure strict adherence to life safety systems, emergency preparedness protocols, and security measures to maintain a safe environment for staff, performers, and the public.

What You'll Bring

- **Experience:** Demonstrated experience in **facility and venue management** is essential, with a strong preference for experience within a performing arts or similar public venue.
- **Technical Acumen:** Practical technical ability and experience in general maintenance trades (e.g., electrical, plumbing, carpentry) sufficient to interact with subcontractors, and handle minor repairs & troubleshooting.
- **Leadership & Collaboration:** Proven leadership skills with the ability to manage teams and third-party vendors effectively. Strong communication and collaboration skills are critical for success in this role.

- **Adaptability & Autonomy:** Ability to problem-solve and manage multiple priorities independently and collaboratively, exercise sound judgment in day-to-day decisions, and effectively manage time and planning.
- **Innovation:** Aptitude for quickly interpreting, analyzing, and implementing new technologies to continuously improve operations.
- **Education:** Bachelor's Degree from an accredited college or university preferred. Commensurate work experience in facility operations and management will be considered in lieu of a degree.

Physical & Mental Activities

This role requires a dynamic range of physical activities including standing, walking, sitting, reaching, stooping, climbing ladders, crawling in/through low spaces, heavy lifting and moving of equipment, and hand/finger dexterity. Mental activities include judgment, problem-solving, decision-making, basic math, and analytical skills. Clear speech, hearing/listening, and clarity of vision (including color perception) are also required.

Working Conditions

This role primarily involves tasks performed inside The Tobin Center, with a mix of in-office duties and work around our venues. Some outdoor work is required for exterior building maintenance or for outdoor events. Due to the nature of events and facility operations, this position requires flexibility to work late nights and weekends.

Links: www.tobincenter.org

Communication:

Mail resumes to The Tobin Center Offices at:

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Or email to:

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