



Building Manager

Job Summary: The Building Manager fulfills a key leadership position in the day to day management the facility with emphasis on event, building, and service area operations. This position involves physical set up of rooms, working with technology, supervising peers, and interacting with clients.

Supervision: This position reports directly to the designated Operations Manager. Cross-supervision is provided by the other full time staff.

Responsibilities include, but are not limited to:

- Open and close the building
- Prepare rooms for events by completing physical set-ups, resets, or tear down of tables, chairs, stage units, and other equipment
- Set up, break down, and operate technology including computers, audio mixers, and various other audio/video equipment
- Ensure that sound levels are appropriate for equipment and event participants
- Enforce policies and procedures
- Provide customer service and technology support during events
- Work closely with event personnel (event coordinators, event support staff, security officers, catering, contracted services, etc.) to facilitate a high quality event
- Prepare detailed report regarding staff and building activity
- Respond to, and properly log, maintenance concerns
- Maintain equipment inventory
- Oversee service area staff in the absence of full time professional staff
- Perform basic duties in the Game Room, Cinema and Information Desk when necessary
- Collaborate with Cinema/Game Room staff on cashing handling duties
- Execute emergency action plan
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Perform other duties as assigned

Qualifications:

- A cumulative and term GPA of 2.5 or better at the time of application. A per semester GPA of 2.5 or better must be maintained throughout employment.
- Must be capable of lifting at least 50 lbs.
- Prior significant leadership/management experience
- Demonstrated decision making and customer service skills
- Demonstrated ability to work with limited or no supervision
- Must have the ability to troubleshoot while working under pressure
- Working knowledge of lighting boards and lighting set up
- Working knowledge of consumer audio/visual equipment
- Working knowledge of computer hardware and software

Schedule: This position requires flexible availability including early mornings, late nights, weekends and during some breaks. Typically, Managers will receive 12-15 hours per week and will work no more than 30 hours unless special notice has been given. At no time should any student staff member work overtime without prior approval from their direct supervisor.