

JOB POSTING

FACILITY MANAGER, THE POST AT 750

About us

The Post at 750 is a City of Vancouver cultural amenity facility, located in downtown Vancouver in the former CBC Vancouver broadcast studio at 750 Hamilton Street. The Post is managed by the 110 Arts Cooperative, a community service co-operative formed in September 2014 by its members DOXA Documentary Film Festival, Music on Main, PuSh International Performing Arts Festival, and Touchstone Theatre. The Post houses the permanent administrative offices of its four member tenants, along with Hot Desks and two Studios available to rent for rehearsal, workshop, production, meetings, receptions, master classes and anything else (except performance) that one can imagine!

About you

You have a passion for organizational management and a deep appreciation for Vancouver's cultural arts community. You are a calm and confident administrator with an eye for detail. You thrive in an environment of substantial autonomy but also enjoy working with others towards a common purpose and set of goals. You have a background in financial management, including budgeting, light accounting and managing payables and receivables. You have demonstrated abilities with customer and vendor relations. You are a skilled multi-tasker. You are committed to the [seven core principles of the international cooperative movement](#).

About the position

The Facility Manager is responsible for the day-to-day operations of The Post at 750 and the general management of the 110 Arts Cooperative. Responsibilities include managing Studio rentals, developing and managing online marketing plans, managing lease negotiations with the City of Vancouver and CBC Canada, liaising with building management, developing and maintaining relationships with external vendors (cleaning, facility and Studio equipment maintenance, suppliers, etc), maintaining facility cleanliness, welcoming visitors to The Post, and managing and maintaining all documentation for the 110 Arts Cooperative.

Qualifications

- minimum two years' administration experience;
- demonstrated high functionality with basic computer programs: email, word processing, spreadsheets, pdfs;
- demonstrated experience with financial management: budgeting, working with a bookkeeper to process accounts payable and receivable, writing cheques, basic banking, processing credit cards, etc
- demonstrated experience with customer service;
- experience with facility management, working with not-for-profits and/or Co-operatives and boards of directors preferred but not necessary.

How to apply

Please email a resumé, reference, and cover letter (.pdf format) to board@110arts.ca, with "Facility Manager posting" in the subject line by Friday, July 21, 2017.

Working conditions

Expected working hours Monday to Friday 9:00am to 5:00pm

\$39,000 - \$44,000 per annum, based on experience, plus a competitive extended health benefits plan