

POSITION TITLE: Building and Operations Manager	FLSA STATUS: Non-Exempt
REPORTS TO: Assistant Director	LOCATION: AYSP Facility/Various Venues

## **I. POSITION FUNCTION SUMMARY**

The AYSP Building and Operations Manager position is a part-time (25 hours/week, with additional pay for additional hours during anticipated peak times), non-exempt, salaried position that works closely with and reports to the Assistant Director. The position is principally responsible overseeing all matters related to the AYSP Building located at 4407 Menaul Blvd NE, including routine building maintenance, repairs, improvements, and contracted vendor visits, as well as facility rentals to third parties. The position is also responsible for set-up and clean-up for AYSP events that take place in the AYSP Building (recitals, concerts, receptions, some rehearsals, etc.). The position will be on site prior to ensemble rehearsals to greet students and monitor the building entrance until parent volunteers arrive and after elementary ensemble rehearsals to assist with student pick-up procedures. The position will also assist with various office tasks as needed.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. In order to ensure maximum flexibility and efficiency, employee may be assigned additional duties as are deemed necessary or desirable by the Albuquerque Youth Symphony Program.*

### **Facility Operations**

- Serve as main point of contact with regular monthly vendors (vending machines, water cooler, janitorial staff)
- Contact and procure facility maintenance and repair service providers as needed and coordinate with AYSP administrative staff for staffing of service visits
- Enlist and coordinate volunteers for various building project needs (painting, moving furniture, minor handyman jobs, etc.)
- Regularly check parking lot, building dumpster area, and alley for trash, coordinate weed removal as needed
- Schedule required annual inspections (fire alarm, extinguishers, etc.)
- Update facility calendar as needed to keep staff apprised of scheduled work that will affect operations
- Set-up and clean-up in connection with recitals, in-house concerts, receptions, etc.

### **Facility Rentals**

- Receive and respond to inquiries about building rental, schedule and conduct building tours for prospective renters, and schedule rentals with input from administrative staff
- Prepare and manage facility rental agreements, obtain certificates of liability insurance from renters, and coordinate invoicing for rental agreements with Assistant Director
- Serve as primary AYSP contact for rentals
- Update and maintain facility calendar with all rentals
- Coordinate additional janitorial services for after rentals

### **Rehearsal Assistance**

- Assist with rehearsal room set-up and clean-up as needed
- Print and set out student rosters on music stands outside rehearsal halls prior to rehearsals for attendance tracking
- Assist with online student attendance tracking and follow-up
- Assist Assistant Director with recruiting, training, and management of parent volunteers
- Assist with elementary ensemble student pick-up following rehearsals

### **Other Duties (as needed)**

- Data entry and management
- Assist with student fundraisers and special projects (*e.g.*, Luminarias, Raffle)
- Assist with music library filing and maintenance
- Add ensemble rehearsal schedules to facility calendar and update as needed
- Assist with concerts (front of house, back of house, coordination of parent volunteers, etc.)
- Assist with fundraising activities
- Assist with annual auditions

## **III. AUTHORITY AND ACCOUNTABILITY**

**General:** Position has average responsibility and authority to make decisions.

**Budgetary/Financial & Equipment/Asset Accountability:** Position has average accountability for budgetary or financial decisions.

**Supervisory Authority and Accountability:** Position has limited responsibility for supervision of Volunteers

**Confidential and Sensitive Information:** Because the employee may have access to personal data regarding students, volunteers, and/or sensitive company data, an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee. Violation of this confidence may result in disciplinary action, including termination of employment.

## **IV. POSITION SPECIFICATIONS:**

**Fair Labor Standards Act Provisions:** This position is non-exempt under the requirements of the Fair Labor Standards Act concerning overtime compensation. As such, the position is eligible for overtime pay when hours worked in a given week exceeds 40 hours. However, the employee cannot exceed 40 hours in any given week prior express authorization by the Assistant Director or Executive Director, and it is not anticipated that the position would be required to work in excess of 40 hours in any given week.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** Negotiable. Prior work experience involving significant interaction with customers and/or colleagues, oversight/supervision of contractors. Office administration and contract work preferred but not required.

**Hours Requirements:** Position is 25 hours per week, with additional hours (and extra pay) for anticipated busy times. Required to attend weekly staff meetings, fundraising activities, and concerts. Hours otherwise fixed and predictable, to include presence before and/or after rehearsals as needed.

**Required Knowledge, Skills and Abilities:**

- Strong interpersonal skills - ability to recruit and maintain volunteers, maintain cordial relationships with contractors and vendors, and converse in person and by phone with parents, students, artistic and administrative staff members, and current and prospective facility renters
- Strong organizational skills and attention to detail, particularly with respect to rental contract details and data management tasks
- Ability to respond to shifting priorities in dynamic and changing work environment
- Demonstrated leadership, teamwork orientation, and ability to motivate wide range of people.
- Able to work independently and as part of a small, collaborative team and with all levels of staff and volunteers.
- Moderately strong proficiency in Microsoft Office Suite products (*e.g.*, Word, Excel) and comfortable learning basic website programs (*e.g.*, CognitoForms, DonorDock).
- Commitment to and ability to educate others on the organization's mission, operations, and volunteer program needs.

**V. PHYSICAL & MENTAL DEMANDS/WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demand:** Moderate physical demand is required to perform the work.

**Mental Demand:** High level of mental demand is required; thought process is characterized by its complexity as well as its frequency.

**Environment/Working Conditions:** Little to no hazardous conditions exist in the work environment.