

Job Title

Writers Theatre

Position: Facilities Operations Coordinator

Location: Glencoe, IL (in-person)

Department: Director of Production and Facilities

Classification: Full Time; Exempt; Annual

Salary: \$60,000 based on experience, benefit eligible

About Writers Theatre

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. In 2016, Writers Theatre opened a new, state-of-the-art facility designed by the award-winning and internationally renowned Studio Gang Architects, led by Founder and Design Principal Jeanne Gang, FAIA. With an annual operating budget of \$6.5 Million, the theatre, now in its 34th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

Position Summary

Writers Theatre seeks a Facilities Operations Coordinator to oversee the facility maintenance and operations program for all Writers Theatre facilities, ensuring complex building systems continue to perform their intended function for all occupants. The Facilities Operations Coordinator is responsible for the proactive care and upkeep of all facility grounds and assets, while coordinating daily support services in a cost-effective manner. This position ensures that productivity, efficiency and safety standards are met in support of the Theatre's business operations and in the delivery of artistic programming.

Responsibilities

- Serves as a first responder for facilities related issues
- Provides safe and comfortable built environment for artists, patrons, employees and visitors
- Manages vendor relationships/evaluates potential vendors for cost, cultural fit, and added value
- Oversees the work of service providers to ensure contract compliance, scope/workmanship is completed to satisfaction, and budget/schedule terms are met
- Oversees and coordinates planned and unplanned maintenance of major equipment and systems, including HVAC, BAS, ancillary systems, building envelope, carpentry, doors, electrical/lighting systems, elevators, grounds/landscaping, plumbing systems
- Performs light maintenance and repairs for work that does not require a contractor
- Aligns daily tasks with the objectives set in short-term and long-range planning
- On-call for after-hours building emergencies except for approved time off
- Oversees the commercial cleaning, sanitizing, and disinfecting program
- Oversees and performs regular building rounds to proactively identify deficiencies/quality control
- Assist Management with sourcing service providers that meet the needs of the theatre's quality levels
- Develops an inventory management system and maintains a critical parts inventory for business essential systems and components
- Communicates building related issues effectively with management and coworkers
- Provides regular status updates to Management
- Interfaces regularly with the Computerized Maintenance Management System, ensures timely completion of work orders, maintains comprehensive records of operating manuals and service histories, and updates the asset inventory database
- Contributes to the financial forecasting process and monitors expenditures in the operating budget

- Makes recommendations and develops cost estimates for future resource needs
- Serves as a key member of the project team contributing to feasibility, scope development, request for proposal, coordination, supervision, and close out
- Works with Management to measure, monitor, and implement sustainability initiatives
- Measures, evaluates, and makes recommendations for improvement of quality control
- Ensures compliance status for regulated building systems
- Collaborates with the Safety Committee on implementing workplace safety procedures
- All other duties as assigned

Qualifications & Key Competencies

- A minimum of 2 years of experience in commercial building maintenance, operations, and facilities projects
- Coursework in a technical discipline preferred, or equivalent work experience required
- Industry certifications and licenses (SMT, SMA, BOC, CFC); OSHA safety training preferred
- Growth mindset: committed to continuing education and participating in industry organization training
- Knowledge and experience of best industry practices including: reliability centered maintenance, safety standards, energy management practices, and other cost-effective practices
- Strong verbal and written communication skills
- Proven critical thinking, problem solving and organizational skills
- Ability to foster and maintain good working relationships with key stakeholders
- MS Office, BAS and CMMS software technology experience required
- Theatre or Live Entertainment Venue experience preferred
- Capable of performing physical labor, maneuvering 60 lbs. or more, negotiating ladders, working from heights of up to 30 feet, and working from unusual angles to fix equipment
- Ability to read and interpret construction documents, general periodicals, professional journals, technical procedures, or governmental regulations
- Agreeable to a flexible/variable work schedule, including occasional evenings and weekends
- Agreeable to participate in on call rotation for building emergencies, except for approved paid time off
- Pass all pre-employment screening
- Collaborative, cooperative, and proven performer in customer service
- Willing to work a flexible schedule, including occasional night and weekend shifts for performance coverage.
- Must be able to comply with organizational COVID safety policies and procedures
- A commitment to ethical conduct in all aspects of the work environment
- A commitment to creating a just, equitable and inclusive work environment
- A commitment to the protection of confidential information to which this position has access

Work Environment

- General work hours are flexible, but position is 40 hours per week and typically runs Monday through Friday
- Evening, weekend, and holiday hours may be necessary.
- This is an in-person work position, with offices/theatre building located in Glencoe, IL, steps away from the Glencoe Metra station.

Benefits include: medical, dental and disability insurance, vacation and other paid leave, a 403(b)-retirement plan (with employer match) and medical and dependent care cafeteria plans.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>

Qualified and interested candidates should email a cover letter, resume and any salary requirements to productionjobs@writerstheatre.org with the subject “Facilities 2026 Search”. No phone calls please.

Want to help us improve our hiring process? Please include where you found this job posting when you email us your materials.