

Writers Theatre

Job Title: Facilities Operations Manager

Location: Glencoe, IL (in-person)

Department: 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 is seeking a technically minded, hands-on **Facilities Operations Manager** to help care for and operate our theatre facilities in Glencoe, Illinois. The Facilities Operations Manager 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.

This is an excellent opportunity for someone with experience in building maintenance, HVAC, mechanical systems, building engineering, controls, skilled trades, property operations, or a related technical field who is ready to take the next step into **Facilities Management**. This position provides an opportunity to develop broad experience managing a sophisticated performing arts facility while working with experienced contractors, consultants, and organizational leadership. This position also offers the opportunity to collaborate with a supportive team and see the direct impact of your work on the organization's mission.

Experience operating a Building Automation System (BAS) and Computerized Maintenance Management System (CMMS) is preferred, but not required. Writers Theatre will support training and professional development for the right candidate.

What You'll Do

Operate and Care for the Building

- Serve as the primary point of contact for day-to-day facility needs and building-related issues.
- Perform regular building inspections and proactively identify maintenance needs and emerging problems.
- Coordinate planned and unplanned maintenance of HVAC, electrical, plumbing, lighting, elevators, doors, building envelope, grounds, and other facility systems.
- Perform light maintenance and repairs while engaging qualified contractors for specialized work.
- Maintain safe, comfortable, reliable, and welcoming environments for artists, patrons, employees, and visitors.
- Participate in after-hours response to building emergencies, except during approved time off.

Learn and Operate Building Technology

- Monitor and operate the theatre's Building Automation System to support occupant comfort, equipment performance, energy efficiency, and troubleshooting.
- Use the CMMS to manage work orders, preventive maintenance, asset information, equipment documentation, and service histories.
- Maintain operating manuals, maintenance records, warranties, drawings, and other facility documentation.
- Develop knowledge of building systems and equipment and identify opportunities to improve their reliability and performance.

Manage Contractors and Vendors

- Develop productive working relationships with HVAC, controls, electrical, plumbing, elevator, cleaning, landscaping, life-safety, and other service providers.

- Obtain proposals and evaluate vendors for qualifications, cost, service, cultural fit, and value.
- Coordinate contractor access and work within an active performing arts environment.
- Monitor contractor performance, workmanship, schedule, scope, and contract requirements.
- Verify completion of work and maintain appropriate service documentation.
- Identify opportunities to improve service quality and control operating costs.

Implement the Preventive Maintenance Program

- Develop and maintain preventive and reliability-centered maintenance practices.
- Establish and maintain an inventory of critical spare parts and supplies.
- Identify recurring equipment problems and work with vendors and management to develop long-term solutions.
- Track maintenance performance and recommend improvements.

Support Projects and Long-Term Planning

- Oversee facility projects from early planning through completion.
- Assist with scope development, budgeting, contractor selection, coordination, construction oversight, commissioning, and closeout.
- Identify future equipment replacement and facility needs.
- Develop cost estimates and recommendations for future operating and capital investments.
- Contribute facility information to annual budgeting and longer-term capital planning.

Support Safety, Sustainability, and Compliance

- Maintain compliance for regulated building systems and required inspections.
- Collaborate with the Safety Committee on workplace safety practices.
- Support emergency preparedness and building-response procedures.
- Identify and implement practical energy, water, waste, and sustainability improvements.
- Monitor building performance and recommend improvements that reduce operating costs and environmental impacts.

Who We're Looking For

We are interested in candidates from a variety of technical backgrounds. What matters most is your **technical aptitude, curiosity, reliability, judgment, communication skills, and desire to learn.**

Qualifications

- Approximately two or more years of experience in commercial building maintenance, HVAC, building systems, facilities operations, skilled trades, property operations, or a related technical environment preferred.
- Technical education, apprenticeship, college coursework, military technical training, industry training, or equivalent hands-on experience welcomed.
- Working knowledge of commercial HVAC, electrical, plumbing, mechanical, controls, or other building systems.
- Ability to troubleshoot problems systematically and determine when specialized contractor assistance is required.
- Experience coordinating contractors, vendors, or service providers preferred.
- BAS experience preferred, but not required.
- CMMS experience preferred, but not required.
- Ability and willingness to learn new building technologies and management practices.
- Strong communication, organization, problem-solving, and customer-service skills.
- Comfortable using computers and learning facility-management software.
- Ability to read equipment manuals, technical procedures, construction documents, and applicable regulations.
- Industry credentials such as BOC, SMT, SMA, CFC/EPA certification, OSHA training, or related technical credentials are valued but not required.
- Theatre, performing arts, entertainment venue, museum, education, or cultural-facility experience is helpful but not required.

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.