



Facility Operations Manager (March 2024 – September 2024)

South Shore Music Circus, Cohasset MA

The South Shore Music Circus is looking for a qualified candidate to take on facility and operations responsibilities at our seasonal live concert venue. A successful candidate will manage all aspects of the tent-up and tent-down including baffle system, theatre interior, seats, stage, etc. Expectations of the position include landscaping, plumbing, electrical, maintenance of all facility buildings, ordering and storage of all products necessary to maintain day-to-day operation as well as scheduling, hiring, and overseeing venue security and maintenance staff. Strong daily communication with the General Manager is required.

Pre-season, post-season and non-show day responsibilities:

- Reports directly to the General Manager.
- Work with the Facility Manager to recruit and hire competent all-around crew, security and maintenance crews
- Supervise maintenance crew with Facility Manager to coordinate tent installation and removal. All staff must be available to put up and take down the primary tent and smaller white tents
- Ensure that theatre is clean and ready: wash tent sides, clean carpets & seats, etc.
- Ensure that the following items are completed and in working order prior to the first event of the season and then closed or shut down at the end of the season.

HVAC	Ice Machines
Plumbing	Draft Systems
Electrical	ATM
Alarm System	House and Grounds
- Assist with and perform maintenance of entire facility including grounds, equipment and production areas including painting, cleaning, raking, parking lot and bathroom maintenance as well as any other facility tasks as needed.
- Opening and closing of facility as instructed.
- General repair and maintenance duties as assigned.
- Ensure all new hire onboarding and payroll is complete and sent to the Controller every Monday morning.
- Office hours are expected to be 9:00 am to 5:30 pm on non-show days.
- Daily reporting to the General Manager, especially as it pertains to general morale and performance of SSMC staff.

Show responsibilities:

- Lead by example: Arrive at venue one-half hour before hospitality and load-in is scheduled to ensure cleanliness of hospitality and venue grounds.
- Be available as an aid to the Production Manager to ensure all artist's needs are met.
- Meet with Artist Security and venue Production Manager for a show plan (usually around 5:00 PM)



- Oversee weekly scheduling of security and maintenance departments to ensure staffing reflects needs based on ticket sales.
- Coordinate with local Police Department on show schedule and required shifts.
- Maintain daily contact with Facility Manager, Production Manager, Box Office Manager, Concessions Manager, House Manager, Merchandise Seller, etc.
- Oversee Security and Maintenance Crews.
- Complete full settlement for all merchandise sold at show.
- Training to do show settlements with the General Manager will be ongoing throughout the season

Required Skills and Qualifications

- Formal public safety, event safety, or crowd management training and experience a plus
- Must be able to lift and carry 50 lbs. for 25 yards; capable of standing, walking, twisting, bending and climbing stairs on a frequent basis
- Able to operate facility equipment – lawn mowers, tractor, saws, clippers etc. and work independently with minimal supervision
- Friendly and energetic team player with the ability to stay calm, pitch in and provide clear direction and leadership during busy times.
- Communicate and coordinate effectively with management, peers, and patrons.
- Strong work ethic with a can-do attitude; desire to work as part of a team; flexible with ability to multi-task, sometimes under pressure.
- Flexible night and weekend scheduling is expected.
- A great sense of humor is a plus; check any ego at the door and quickly earn the respect of colleagues.

Salary: \$1,400-\$1,500 per week during employment period