



## Senior Director of Facilities (Full-Time)

As of October 17, 2025

The historic Carolina Theatre of Durham is looking for a Senior Director of Facilities to join our leadership team. We strongly value a diversity of people and experiences and encourage candidates from all backgrounds to apply. Come join a vibrant team of individuals dedicated to the performing arts and the role the theater plays in the community. As a small non-profit organization, there are many opportunities to get involved and learn about all aspects of this historic venue and its operations. You will play an important role in the evolution of our 100-year-old home, ensuring the safety and upkeep of our historic venue and campus. Reporting to the President and CEO, the Senior Director of Facilities will be a key member of the senior management team. If you want to be a part of an organization committed to driving the cultural, educational, and economic vitality of the Triangle this might be the job for you.

Carolina Theatre of Durham, Inc. is a 501(c)(3) non-profit organization that manages the City-owned Carolina Theatre complex, including the 1,100-seat historic Fletcher Hall and two cinemas which screen independent films, as well as festivals and retrospectives, 365 days per year and up to 3,500 screenings per year. The organization presents more than 75 performances by national touring stars per year in Fletcher Hall and provides more than 35 educational performances for more than 15,000 school children from 12 counties in our Arts Discovery Educational series. Fletcher Hall is also home to several performing arts resident companies and hosts a variety of non-profit and commercial community events throughout the year, keeping our mainstage in use roughly 300 nights a year. The theater supports a number of events designed to ensure the whole community can experience arts programming, including free offerings such as sensory-friendly and family programs. The theater will be celebrating a century in downtown Durham in 2026.

As a City-owned, nonprofit-run facility, we believe that our entire community should be welcomed and celebrated here. We are committed to approaching all our work, programs, and policies focused on ensuring that all voices are heard and valued and that each is respected and included. Our staff, volunteers, vendors, partners, and guests come from every imaginable walk of life. Diversity, equity, and access for all are the focus we also expect from all with whom we work, contract, or partner.

### **Job Summary:**

The Senior Director of Facilities is part of The Carolina Theatre of Durham's leadership team of Senior Directors that work together toward the organization's strategic and visionary goals. The Senior Director of Facilities is responsible for the department's operating and capital budgets, operational systems, physical building, and equipment for the historic Carolina Theatre of Durham—this is a blend of responsibilities set out in our Management Agreement with the City for the maintenance and upkeep of these City facilities, plus coordination with the City for the items for which the City is responsible for maintenance and replacement. The individual in this

role must be a highly detail-oriented and mechanically knowledgeable craftsperson. The Carolina Theatre is an ornate 1926 building with a comprehensive renovation completed in 1994 coupled with the addition of a new wing including our cinemas and backstage spaces. The volume of patrons, performing artists, and crew (around 200,000 people annually) using the building each year creates tremendous wear and tear, resulting in the need for continual care and upkeep. The position is full-time with flexible hours. Working evenings and weekends is sometimes required, along with being on call after work hours.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **Venue Operations and Maintenance:**

- Ensures facility is maintained to a high standard, including keeping accurate and organized records of historical and statistical data.
- Develops, implements, and monitors the completion of all procedures related to preventive maintenance, repair, servicing, and inspection of major systems, equipment, and controls, including HVAC, MEP, and other specialized equipment and systems related to Theater operations.
- Ensures completion of ongoing regular maintenance and janitorial duties, such as changing HVAC filters and light bulbs; plumbing, electrical, and carpentry projects; emergency repairs, etc.
- Creates HVAC run schedules based on event and facility needs.
- Inventories and monitors Furniture, Fixtures, and Equipment (FF&E) and makes recommendations on repairs, replacements, or upgrades.
- Assists with the oversight, training, and evaluation of the Facilities and Custodial staff.

### **Logistics and Coordination:**

- Works closely with outside vendors to ensure proper functioning of complex building systems.
- Communicates effectively and professionally with external entities such as city departments, neighboring building owners/managers, vendors, and others as required.

### **Budget Management:**

- Creates and manages the operating budget for the Facilities department and works with CEO and other departments on the creation of the Capital Budget for each year. Budget includes building maintenance and repairs, building systems, janitorial supplies and labor, utilities, and other items related to the physical building.
- Oversees and manages the planning, design, and construction of capital improvement projects for the Theater.

### **Cross-Departmental Leadership & Collaboration**

- Serves as a member of the Senior Management Team that reports to and consults with the President and CEO when executing organizational goals and initiatives, both short- and long-term.

- Approaches all work with a customer service and quality mindset keeping our guests comfort, safety and needs, and those of other theater departments, top of mind while taking pride in maintaining this jewel of a community asset and keeping it the pride of Durham.
- **Other duties as assigned.**

## **KNOWLEDGE, SKILLS, & ABILITIES:**

### **Vendor and Stakeholder Relationship Management:**

- Ability to negotiate with suppliers, maintain strong partnerships, motivate and manage vendors to complete bids and projects on time and on budget, and manage stakeholder expectations.

### **Leadership and Management:**

- Ability to set clear objectives, foster a collaborative culture, and ensure efficient workflow of full and part time staff.

### **Logistical Skills:**

- Ability to anticipate logistics and requirements for events.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to manage multiple projects simultaneously.

### **Availability:**

- Willingness to work flexible hours, including weekends and holidays.

### **Software:**

- Excellent computer skills with Microsoft Office Suite and facilities and design software.

## **COMPETENCIES**

### **Accountability & Dependability**

- Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.

### **Adaptability & Flexibility**

- Adapts to changing business needs, conditions, and work responsibilities.

### **Planning & Organizing**

- Coordinates ideas and resources to achieve goals.

### **Researching Information**

- Identifies, collects, and organizes data for analysis and decision-making.

### **Leadership**

- Ability to train, lead, and inspire teams, manage conflicts, and drive performance.

### **Attention to Detail**

- Diligently attends to details and pursues quality in accomplishing tasks.

### **Creative & Innovative Thinking**

- Develops fresh ideas that provide solutions to all types of workplace challenges.

### **Analysis/Reasoning**

- Examines data to grasp issues, draw conclusions, and solve problems.

### **Fiscal Accountability**

- Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.

**PHYSICAL REQUIREMENTS:****Hours**

- Position is full-time with flexible hours. Occasional evening, overnight, and/or weekend shifts; available by phone for on-call emergencies.

**Lifting and Carrying**

- Ability to lift and move heavy equipment or materials such as rearranging furniture, handling machinery, or managing supplies. Ability to carry tools, supplies, or other items. Being able to lift and carry up to 50 pounds required. Physical strength and proper lifting techniques are essential.

**Reaching, Grasping, Stooping, and Bending**

- Ability to reach up to and above shoulders, including stretching and bending movements. Ability to access high or low surfaces or equipment. Ability to reach and grasp items on shelves, handling tools, or adjusting equipment. Ability to bend and stoop to access low areas, crawl spaces, or perform maintenance tasks that require bending and stooping. Flexibility and agility are valuable.

**Standing and Walking**

- Ability to manage extended periods standing and walking.

**Ladders and Climbing**

- Ability to climb ladders, stairs and some equipment required. Good balance and comfort with heights are necessary.

**Vision and Hand/Eye Coordination**

- Good vision and hand/eye coordination are necessary for reading manuals, inspecting equipment, using hand tools, operating equipment, evaluating completed jobs and ensuring safety.

**Dust and Loud Noise**

- Regular exposure to dust and loud and/or sustained noise up to a potential of 120 decibels during project work, cleaning activities and events.

**Exposure to Cleaning Liquids and Materials**

- Handles cleaning liquids and materials. Exposure to noxious fumes.

**Infectious Waste and Cleaning Chemicals**

- Exposure to infectious waste and various cleaning chemicals. Proper handling and safety precautions are crucial.

**Operating Vehicles and Equipment**

- Will potentially operate cleaning carts and janitorial equipment (like floor scrubbers or carpet cleaners), forklifts, scissor lifts, boom/articulating lifts. Will occasionally use personal vehicle to pick up supplies.

**EDUCATION AND EXPERIENCE:**

- Minimum 5 years' experience in event operations, building operations & maintenance, and/or construction field.

- Practical experience with commercial and industrial heating, air conditioning, ventilation, plumbing, and electrical systems and equipment, preference for experience with theatrical systems, historic structures and decorative finishes.
- High school diploma or equivalent required. Bachelor's Degree or Vocational Degree preferred.

#### COMPENSATION:

This full-time position includes health, dental, vision, disability, and life insurance benefits, and employee-contributed retirement plan and a very generous PTO program. The position pays \$75,000 per year. Hours are variable and include some nights and weekends. Position will be on-call for alarms and building emergencies.

#### TO APPLY:

Please send COVER LETTER explaining how your experience specifically fits our job description and requirements, plus RESUME & REFERENCES in PDF Format to [HR@carolinatheatre.org](mailto:HR@carolinatheatre.org)

**To ensure correct routing, email subject should read: SENIOR DIRECTOR OF FACILITIES as we are currently recruiting multiple positions.**

The Carolina Theatre is an Equal Opportunity Employer, values a diversity of people and experiences, and strongly encourages qualified candidates from all backgrounds to apply.