

Job Posting: Part-Time Maintenance Manager

Center Stage Theater – Evergreen, Colorado

Schedule: Part-Time (2-5 hours/week, flexible)

Compensation: Hourly, commensurate with experience

Reports to: Executive Director

About Center Stage Theater

Center Stage Theater is a cherished historic performance venue in the foothills of Evergreen, Colorado. Home to Ovation West Performing Arts and a variety of community events, the theater hosts concerts, theatrical productions, rehearsals, and educational programs throughout the year. We are seeking a skilled, dependable Maintenance Manager to help preserve and care for our beautiful facility, ensuring a safe, welcoming environment for performers, patrons, and staff.

Position Summary

The Part-Time Maintenance Manager oversees the general upkeep of Center Stage Theater, performing routine maintenance, coordinating repairs, and supporting safe operations of the building and grounds. This role is ideal for a hands-on problem-solver who enjoys working independently, has strong attention to detail, and values contributing to a vibrant arts community.

Key Responsibilities

- Perform routine building maintenance including minor repairs, cleaning, touch-ups, and general upkeep.
- Monitor and maintain HVAC, lighting, plumbing, and safety systems; coordinate with outside professionals when specialized repairs are needed.
- Conduct regular inspections of the facility, identifying maintenance needs and safety concerns.
- Oversee general grounds care including snow removal coordination, walkway clearing, debris pickup, and seasonal tasks.
- Support facility setup and breakdown needs for performances, rentals, and events when necessary.
- Maintain an organized inventory of tools, supplies, and equipment; manage purchases within approved budget.
- Respond to urgent maintenance issues in a timely manner.

- Collaborate with theater staff and volunteers to ensure the smooth operation of the venue.

Qualifications

- Prior experience in facility maintenance, building operations, or a similar role preferred.
- Working knowledge of basic electrical, plumbing, carpentry, and general repair skills.
- Ability to lift up to 50 lbs, climb ladders, work in attics and crawl spaces, and perform physical tasks as needed.
- Strong time-management skills and ability to work independently.
- Reliability, professionalism, and clear communication skills.
- Familiarity with historic buildings is a plus but not required.

Schedule & Work Environment

- Flexible weekly hours depending on building needs; some seasonal fluctuations.
- Occasional evening or weekend work may be required during performance periods or urgent facility needs.
- Work takes place at Center Stage Theater in Evergreen, Colorado.

How to Apply

Please submit a résumé outlining your relevant experience to graham@ovationwest.org with the subject line: Maintenance.Manager.Application.-.Center.Stage.Theater.