

Volunteer Board Facilities Manager

Horizon West Theater Company (HWTC) is seeking a practical, organized, and dependable volunteer to serve as Facilities Manager on its Board of Directors. This is an unpaid volunteer position and an opportunity to help maintain a safe, clean, and welcoming space for HWTC's artists, volunteers, renters, and guests.

No college degree is required, but candidates should have relevant experience with some of the position's facilities, rental, or vendor-management responsibilities.

Responsibilities

- Coordinate facility rentals, including inquiries, scheduling, access, agreements, and communication with renters.
- Maintain the facility rental calendar and help ensure spaces are prepared before and checked after rentals.
- Oversee the general condition, cleanliness, safety, and organization of HWTC's facilities.
- Perform light janitorial work as needed and oversee volunteers or service providers responsible for cleaning.
- Create and maintain cleaning, inspection, and routine upkeep schedules.
- Identify maintenance concerns and coordinate timely repairs.
- Build and maintain positive relationships with cleaning services, maintenance providers, contractors, and other vendors.
- Request estimates, coordinate vendor access, and monitor the completion of approved work.
- Maintain records related to rentals, inspections, maintenance, repairs, vendors, and facility expenses.
- Help develop and communicate facility-use procedures.
- Report significant facility concerns, repair needs, and recommendations to the Board.
- Support facility needs related to productions, rehearsals, meetings, and special events.

Qualifications

- Experience with facilities, property upkeep, rentals, hospitality, operations, vendor coordination, or similar responsibilities.
- Strong organization, communication, and problem-solving skills.
- Ability to work independently and follow through on commitments.
- Comfort coordinating schedules, vendors, volunteers, and renters.
- Ability to perform light cleaning and basic facility tasks when needed.
- Sound judgment when identifying safety, maintenance, or security concerns.
- Willingness to respond to occasional facility needs during evenings or weekends.

- An interest in HWTC's mission and nonprofit community theater.

Previous nonprofit, Board, volunteer, property-management, or theater experience is helpful but not required. A college degree is not required.

Time Commitment

This volunteer position requires attendance at scheduled Board meetings and several hours of facilities support each month. Additional availability may occasionally be needed for rentals, maintenance visits, productions, or special events.

Express Your Interest

Interested community members are invited to attend HWTC's upcoming Board Open House to meet current Board members, learn more about the organization, and express interest in the Facilities Manager position.

Please bring or submit a current résumé.

Open House:

Friday, September 18 | 5:00pm - 9:00pm

Saturday, September 19 | 2:00pm - 7:00pm