

# THEATER WORKS HARTFORD

**Job Title:** Facilities Manager  
**Start Date:** June 2026  
**FLSA Classification:** Salaried, Exempt  
**Salary and Benefits:** \$50,000-\$60,000 + generous benefits package

## **Overview:**

TheaterWorks Hartford (TWH) is currently seeking a Facilities Manager to oversee the maintenance and upkeep of the historic building, which includes offices, lobby, scenic shop, gallery, rehearsal studio and theater. The successful candidate will be highly organized, hands-on, and experienced in managing complex projects for both commercial and residential buildings.

## **Principle Duties and Responsibilities include, but are not limited to:**

- Facility walkthroughs to identify issues and potential problems and implementing repairs
- Respond to and manage emergency situations
- Ensure the cleanliness and integrity of the facilities
- Maintain building mechanicals, including electrical, lighting, plumbing, elevators, HVAC and security
- Oversee outside vendors; obtain proposals, review contracts, secure insurance certificates, oversee maintenance contracts and approve invoices
- Open/close buildings outside of business hours to provide access for repairs, inspections, cleaning, deliveries, and maintenance
- Rent and procure equipment and materials as needed
- Collaborate with staff to plan and execute the buildout and renovation of gallery spaces for exhibitions
- Maintain operational storage in each location, collaborating with staff to prioritize materials, tools and equipment necessary to be onsite
- Restock cleaning and porter supplies, maintain storage closets
- Schedule cleanings and custodial staff
- Oversee trash, recycling and dumpster removals
- Responsible for periodic building maintenance services, including pest control, snow removal, landscaping, fire extinguisher inspections, and graffiti removal

- Facilitate inspections with HFD, insurance company, health department, elevator inspector, sprinkler test inspector, fire extinguisher inspector, elevator load tester, and other regulators
- Uphold building safety and regulatory compliance
- Maintain water cooler supply

**Required Qualification & Skills:**

- Knowledge in construction and renovations; with hands-on experience in minor facility repairs and maintenance in all trades – electrical, plumbing, HVAC, elevators, security, painting and carpentry
- Creative problem-solver, idea generator, and self-starter with the ability to work collaboratively and independently
- Strong organizational skills and ability to manage multiple projects simultaneously
- Exceptional time management skills with attention to meeting deadlines
- Excellent verbal, written, and listening communication skills
- Knowledge of security and safety procedures
- Enthusiastic relationship builder, eager to interact and collaborate with fellow staff members and other members of the TWH community
- Understanding of CT building regulations and codes is preferred but not required
- Some knowledge of engineering and architecture is preferred

**About TheaterWorks Hartford:**

Since 1985, TheaterWorks Hartford has presented quality, live contemporary American Theater to an audience of nearly 30,000 in the heart of Connecticut's capital. Located in downtown Hartford, the theater presents 5-6 productions per year in its 188-seat venue along with its popular Living Room Concert Series in the expansive Hoffman Lobby, artistic talks, play readings, and special events throughout the season.

**To Apply:**

To apply please send resume and references to [info@twhartford.org](mailto:info@twhartford.org). Write Facilities Manager Search in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an Equal Opportunity Employer. BIPOC candidates encouraged to apply.