



Building Operations Technician (*Hiring for 2-3 individuals*)

Department: Building Operations

Reports To: Director, Building Operations

Employment Type:

- Non-exempt
- Part-Time (20-25 hours per week on average)
- Temporary (with the option to extend)

Location: on-site in New Bedford, MA

Compensation: \$17-\$22 per hour (based on experience)

Posting Date: January 27, 2026

About The Zeiterion

The Zeiterion (The Z) is a nonprofit organization with a mission to steward our historic theater as a gathering place for performing arts experiences where learning, connection, and creative expression thrive. Our work is guided by five core values: **Imagination, Connection, Equity, Transparency, and Discovery**. These values inform how we deliver on our mission and how we work together every day.

We are committed to cultivating a workplace where all individuals feel respected, valued, and are encouraged to contribute. As a team member, you'll be part of a culture that supports creativity, collaboration, continuous learning, and inclusion.

Learn more: <https://www.zeiterion.org>

Position Summary

Keep our historic theater ready for showtime! As a Building & Maintenance Team Member, you'll ensure our facility is clean, safe, and welcoming for performers, audiences, and staff. This is a hands-on role supporting the daily operations of a busy performing arts center.

Schedule: Part-time, variable hours including regular evenings and weekends based on our event calendar.

Key Responsibilities

Daily Building Operations

- Maintain cleanliness throughout the facility between professional custodial cleanings
- Accept and distribute deliveries throughout the building
- Set up and break down spaces for events, classes, and meetings
- Ensure backstage, front-of-house, and concession areas are event-ready
- Manage trash, recycling, and supply inventory
- Perform routine equipment maintenance and building checks

Cleaning & Custodial

- Clean, sweep, mop, vacuum, and polish floors and surfaces by hand or by machine as appropriate
- Maintain and sanitize restrooms
- Wash windows, doors, and woodwork, desks, walls, and ceilings
- Clean carpets, upholstery, and furniture
- Collects and disposes of trash and recycling for curbside pick-up.
- Stock and organize custodial closets

Event Support

- Prepare performance and meeting spaces for use
- Move furniture and equipment as needed
- Partner with event staff, production crew, and front-of-house teams
- Address immediate building or safety concerns during events

Facility Maintenance (as needed and/or based on skills)

- Perform minor repairs: patching walls, painting, replacing fixtures and tiles
- Repair door hardware, closures, and panic bars
- Basic troubleshooting of HVAC, plumbing, and electrical systems
- Groundskeeping and outdoor maintenance
- Snow removal and de-icing walkways

Qualifications

Required Experience & Skills

1. Experience:
 - 3-5 years in custodial and/or general building maintenance
 - Demonstrated ability to work independently
 - Experience with a variety of custodial equipment and materials
2. Technical Knowledge:
 - General knowledge of HVAC, plumbing, electrical, and building systems
 - Safe work practices and proper use of hand tools
 - Basic cleaning methods, materials, and equipment
 - Microsoft Office (Word, Excel, Outlook)
3. Essential Abilities:
 - Lift at least 50 pounds and lift from floor level
 - Stand, walk, climb stairs/ladders for extended periods
 - Work evenings and weekends regularly
 - Follow written and oral instructions
 - Make sound decisions independently
 - Communicate clearly and work well with diverse teams

Preferred Qualifications

- Additional training in building trades, maintenance, or related field
- Experience managing building operations teams or vendors
- Specialized expertise in HVAC, plumbing, electrical, or building systems
- Multilingual: Spanish, Portuguese, Kriolu (Cape Verdean Creole), Haitian Creole, or K'iche

What Makes You a Great Fit

- Self-directed with strong time management and prioritization skills
- Excellent people skills and ability to work with varied personality types
- Professional and flexible with good judgment
- Detail-oriented and take pride in maintaining high standards
- Reliable and able to work independently
- Team player who collaborates well across departments

What We're Looking For

In addition to relevant experience, we're looking for a colleague who:

- Brings a spirit of **curiosity, creativity, and openness**
- Communicates with **clarity, honesty, and care**
- Thrives in a collaborative, **relationship-centered team**
- Shares our commitment to **equity, inclusion, and anti-racism**
- Is excited to **learn, grow, and imagine new ways forward**

Our Workplace Culture

As part of your onboarding, you'll be welcomed into a culture that reflects our values:

- **Imagination** – We encourage creative problem-solving and fresh ideas from every level of the organization.
- **Connection** – We work with empathy and respect, building strong relationships across teams.
- **Equity** – We actively address inequities in our systems and strive for inclusive representation in all we do.
- **Transparency** – We communicate openly, share information proactively, and make decisions with integrity.
- **Discovery** – We support risk-taking and learning from mistakes as essential parts of growth.

We create a workplace where you can bring your full self, feel supported, and know your contributions matter.

Work Environment

Physical Demands:

This position requires the ability to:

- Lift at least 50 pounds, including lifting from floor level
- Stand, walk, and move around the facility for extended periods during events

- Climb stairs and ladders to work at heights
- Perform activities requiring crawling, kneeling, crouching, and bending
- Maintain physical stamina for prolonged periods of light to moderately heavy activity
- Work both indoors and outdoors in various temperatures and weather conditions

Work Environment:

- Noise levels range from low to high depending on events and activities
- Regular exposure to cleaning chemicals and materials (proper safety equipment provided)
- Variable schedule closely tied to the performance calendar
- Regular evening and weekend hours required
- May work in temperature-controlled and non-climate-controlled areas

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams.

The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity.

To Apply

Submit your resume to careers@zeiterion.org with the job title in your subject line. Applications will be accepted on a rolling basis with priority to those submitted by February 6, 2025.

We deeply work with individuals from a rich mix of backgrounds, experiences, and perspectives. We believe this diversity strengthens our institution and enriches our community. While we've outlined the qualifications and experience that we think will help someone thrive in this role, we also recognize that talent comes in many forms. If your background doesn't perfectly align with every requirement, we still encourage you to apply - your unique perspective might be exactly what we need.

Equal Opportunity

The Zeiterion is an equal opportunity employer committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status.

We celebrate equity and are committed to creating an inclusive, thriving environment for all employees - including building antiracist policies, procedures, and a culture where people from all backgrounds feel safe and seen in our employ, in our seats, and on our stage.

Reasonable accommodations are available for applicants with disabilities during the application and interview process. Please contact careers@zeiterion.org to request accommodation.