



Facilities Coordinator Job Posting

Long Beach, CA

Overview

Compound is a cultural and creative complex fostering the intersection of contemporary art, wellness and community impact.

Compound's approach is holistic and includes multiple entry points for engagement. We conceived public programming ranging from contemporary art exhibitions and immersive experiences, classes, and workshops in the healing arts, performances, dining, and a location to wander and reflect—all an effort to promote our values of creating connections, belonging, and fostering curiosity and growth

We are driven by the belief that *culture shifts consciousness*. Culture provides a safe context to reexamine ourselves, purpose and bettering our communities.

Job Summary

The Facilities Coordinator plays a vital role in the ultimate success of Compound's day-to-day operations, with the intention of creating a significant social impact. This position reports to the Director of Operations. The Facilities Coordinator will oversee day-to-day operations for both of Compound's buildings: 1395 Coronado Ave, which is the art, community and wellness space that will host the majority of Compound's programming, food and beverage program, and Shop at Compound; and 1326 Obispo Ave, which comprises the staff offices and visitor parking garage.

Responsibilities

- Manages day-to-day facilities, grounds keeping and building operations for both Compound buildings, including maintenance and cleaning, equipment management, security procedures, waste management, HVAC, plumbing, pest control, parking garage, landscaping, creation of employee workstations, and other facility needs;

- Documents facilities and building-related procedures in collaboration with the Director of Operations including security, opening and closing, maintenance, emergency and safety protocols, equipment and supplies inventory, etc.;
- Educates the staff in a timely manner regarding facility updates and changes;
- Acts as point of contact for facilities, grounds and building-related vendors and contractors including the general contractor, A/V, maintenance, landscaping, parking operations, cleaning, security, pest control, HVAC, plumbing, etc.;
- Oversees contractors involved in facility projects and delivery of services as needed;
- Manages janitorial procedures or completes daily janitorial duties in lieu, and coordinates waste management pickup schedule;
- Manages the ordering, storage, placement, and surplus inventory of supplies, tools, furniture and equipment;
- Receives incoming mail and packages for all departments and properly distributes, stores, or informs staff of receipt of mail and packages; attends to outgoing mail.
- Prepares and manages facilities-related budgets in collaboration with the Operations team, and recommends cost-saving measures when appropriate;
- Conducts regular, quarterly inspections of interior and exterior of both buildings and reports on inspection outcome to manager;
- Creates a ticketing system for building maintenance requests;
- Perform maintenance-related tasks and/or coordinate preferred contractor to address maintenance issues as needed;
- Provide hands-on support for programming, events, and live stream setup and operations;
- Provide support as needed for food and beverage, retail, and event rental operations;
- Work with the Operations team to ensure activities onsite are in compliance with insurance and conditions of use;
- Monitors and ensures compliance with a variety of state, federal and local construction laws, regulations, codes, and regulations related to health and safety;
- Other duties as assigned.

Skills, Knowledge, and Abilities

- Have a broad understanding of contemporary art, popular culture and contemporary artists, health and wellness programs, and social justice issues.
- Broad-based knowledge of facilities and building maintenance.
- Emotionally mature and self-possessed; patient and tactful, with a sense of humor and the sensitivity to work with diverse personalities.
- Hospitality mindset and ethos that makes potential and existing donors, visitors, staff, and volunteers feel valued and heard.
- Strong time-management skills: well organized and deadline-oriented, with exceptional attention to detail and follow-through; able to work both in unstructured and planned environments, and in situations where rapid response and instant decision-making are required.

- Strong clerical and organizational skills with attention to detail.
- Excellent interpersonal, written and oral communication skills.
- Flexibility in meeting shifting demands and priorities.
- Ability to work simultaneously on multiple projects in a highly demanding and fast-paced environment and with limited supervision.
- Ability to work with confidential exhibition material of financial and legal nature.
- Ability to exercise high levels of discretion, diplomacy and initiative.

Education and Experience

- Bachelor's degree with three or more years of progressively responsible experience in facilities management.
- Experience in a hospitality organization, cultural institution and/or a startup is a plus.

Classification, Schedule

Pay is \$20-30/hour, depending on experience. This position is full-time, non-exempt with average weekly hours estimated from 32 to 40.

Equal Opportunity Employer

We are an equal opportunity employer, and we aspire to reflect the diversity of Long Beach in both our staff and visitors. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We believe that by actively building a workforce of the brightest people from the widest possible range of backgrounds, we can innovate, inspire, and engage with the widest possible audience.

COVID-19 Considerations

Visitors are currently required to wear masks inside Compound. We are following all LA County protocols for Museum and Retail establishments. Sanitizer and masks provided once hired.

To Apply

Please send a resume and cover letter to hr@compoundlb.com.