

**South Coast Repertory  
Job Description**

**Position: Operations Assistant**

**Full-Time**

**Supervisor: Operations / Facilities Manager**

**To apply, email your resume to [jobs@scr.org](mailto:jobs@scr.org)**

**General Description of Position**

Days and number of hours each Operations Assistant will work will be determined by the Operations / Facilities Manager, and no change in schedule may occur without prior approval. Currently, shift will vary with closing the facility week days and weekends.

The Operations Assistant Person shall be a member of the Operations Department and shall report directly to the Operations / Facilities Manager. The Operations Assistant responsibilities shall include, but are not limited to the following:

**Position Functions and Responsibilities**

1. Security of the building during non-business hours, including locking and unlocking interior and exterior doors as necessary. Respond to pages from alarm company and investigate possible violation of security. Escort unauthorized persons from building.
2. Perform routine maintenance and cosmetic improvements: replace burnouts throughout the building, and in light fixtures on grounds and building exterior, clean up terrace area seating, sweep grounds, dispose of trash and recyclables, straighten up rehearsal spaces as necessary.
3. Setup meetings/events, inventory and furnish stock beverages, clean up and return equipment and supplies to their appropriate storage areas.
4. General custodial duties as assigned by the Supervisor.
5. Special maintenance projects as assigned by the Supervisor.

Operations Assistant personnel are full-time employees and, therefore, are entitled to company benefits.

**Updated 8/21**