

Building Manager

Overview

The Building Manager oversees the physical maintenance and functionality of the HTI facility. This includes cleanliness, safety, minor repairs, and coordination with contractors. While not expected to perform all repairs personally, the manager ensures tasks are delegated or contracted out appropriately.

Duties and Responsibilities

- Serve as the main point of contact for all building-related questions or concerns
- Schedule and supervise regular cleaning, and ensure all spaces are stocked with necessary supplies (cleaning, washroom, etc.)
- Book trades professionals (e.g., electricians, plumbers) as required and either be present or arrange for someone to be on-site during any inspections or repairs
- Perform or coordinate minor repairs (e.g., patching walls, replacing light bulbs, touch-up painting)
- Monitor safety systems (alarms, fire extinguishers, emergency lighting) and ensure they are functional and up to code
- Work with the Treasurer to manage budgets for building upkeep and request Board approval for major expenses
- Keep the outdoor marquee and public signage up to date with current and upcoming events
- Conduct regular walkthroughs to identify any maintenance or safety issues
- Coordinate with the Board to complete regular building maintenance (e.g., replacing HVAC filters, changing alarm batteries) on time
- Produce monthly reports for the Board of Directors

Time Commitment

- Estimated 2–4 hours per week, depending on needs and whether contractors are hired or tasks are completed in-house

Accountability and Support

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.