



FACILITY STEWARD – JOEY AND TOBY TANENBAUM CENTRE

The Canadian Opera Company (COC) is now accepting applications for Facility Steward. This is a **part-time position** at the Joey and Toby Tanenbaum Centre.

WHAT WE OFFER

The **Joey & Toby Tanenbaum Centre** is a historic building in the heart of downtown Toronto; the home of the Canadian Opera Company and hosts the administrative offices, rehearsal spaces, construction shops, and the Canadian Opera Company Theatre.

OVERVIEW

Reporting to the Facilities Coordinator, Facilities Management at the Joey and Toby Tanenbaum Centre, this position plays a critical role in ensuring colleagues, tenants, and guests have an exceptional experience while working at the JTT Centre. Acting as a good communicator and reliable support for the Building Services Team, the position is responsible for checking all building areas, receiving deliveries, moving and setting furniture and providing preventative maintenance and basic repairs. As a member of the Facilities team, you will play a key role in maintaining facilities operations.

This is an **in-person position, as scheduled Monday through Sunday, may include evenings, weekends, and statutory holidays.**

KEY RESPONSIBILITIES

Facility Upkeep

- Maintain accurate files, paperwork and communicate feedback as required by means as determined by the Associate Director, Facilities Management
- Ensure all areas are maintained in a safe and presentable state
- Patrolling the interior and exterior areas of the building with an eye on the physical condition, noting where things need repair, what needs preventive maintenance then actioning and communicating as appropriate
- Inventory control, supply/stocking and distribution of various consumables (washroom & kitchen supplies water bottles, chemicals, printer toner, salt, light bulbs, and other items)
- Seasonal maintenance of exterior of the building, including snow removal via shovel and tractor, salting, power washing sidewalks, plazas and parking areas as required.
- Light repairs/maintenance/construction including and not limited to drywall/plaster repair, painting, carpentry, installation of posters/signage, furniture assembly/repairs/refinishing, light cleaning etc.
- Care and support of Centre amenities including but not limited to piano humidifiers, baseboard heaters, plants, water coolers and related.

Safe Workplace

- Working in adherence to all health and safety protocols; as well as conducting a monthly inspection of Fire Safety systems/equipment and reporting to the Facility Coordinator > Associate Director.
- Assist and support with First Aid, Fire or other emergencies as required.
- Resolving building concerns identified during walkthroughs and as brought forth by various departments
- Maintaining department logs/records for the inspection of fire extinguishers/equipment, snow removal, and deliveries and report all emergencies and equipment concerns/ breakdowns immediately to the Facilities Coordinator
- Alarm monitoring and activation based on opening and closing the building
- CCTV monitoring and surveillance
- Maintaining access control (entrances/exits) – including processing requests for keys, access cards, and the tracking these requests.
- Support with emergency requests outside of normal operations, within the Company's Right to Disconnect Policy

Major Tenants and Special Event Clients

- Follow Event Planning documents (Event Orders, 28-day, and client documents) by setting-up and taking-down of items including equipment, furniture and related items
- Respond to Colleague, Tenant, Vendor and Client requests in a timely manner, to resolve building and setup issues (via phone, Teams messaging, email and SharePoint)
- Set and prepare for all scheduled activities, including deliveries, vendor work, performances, tours and special events

- Accepting Building, Performance and Special Events deliveries and ensuring they are secured, delivered to the appropriate area as needed.
- Supporting loading of Vendors as needed.
- Moving/setup house and rental furniture as needed for activities and events in various locations in the building. Includes lifting and moving furniture to place it as directed by the Event Order/Floorplan.
- Setup/Strike and Reset of Building/Tenant Retail Displays as needed
- Changing posters on all Shadow Boxes, repairing and maintaining Shadow Box as needed

KEY REQUIREMENTS

- Proficiency with Microsoft Office applications Outlook, SharePoint, Teams, Word, and Excel
- Demonstrable skills in drywall/plaster repair, plumbing, carpentry, and painting
- Demonstrable mechanical aptitude
- Electrical experience an asset
- Experience in health and safety procedures, best practices, regulations, and protocols
- Knowledge of building codes, building operations, equipment and materials
- Initiative and ability to work alone
- Ability to climb ladders, work at heights
- Ability to stand for long periods of time
- Ability to lift up to 100lbs assisted, 50lbs solo.
- Reading documentation such as user manuals, and planning documents
- Friendly and helpful
- Effective written and spoken communication
- Willingness to adapt to new situations, and learn new skills

COMPENSATION

\$20.40/hour

APPLICATION PROCESS

Please e-mail resumes with a cover letter to:

Melynda Jurgenson, Associate Director, Facilities Management

Applications may be submitted by email: applications@coc.ca. In the subject line please write: 'Facility Steward, Part Time'.

ABOUT THE CANADIAN OPERA COMPANY

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. General Director Perryn Leech joined the company in 2021, forming a leadership team with Music Director Johannes Debus and Deputy General Director Christie Darville. The COC enjoys a loyal audience including a dedicated base of subscribers, and has an international reputation for artistic excellence and creative innovation. Its diverse repertoire includes new commissions and productions, local and international collaborations with leading opera companies and festivals, and attracts the world's foremost Canadian and international artists. The COC Academy is an incubator for the future of the art form, nurturing Canada's new wave of opera creators with customized training and support. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. For more information, visit coc.ca

As Canada's largest opera company, the COC deeply values equity and diversity across all levels of the organization and believes in fostering an inclusive, discrimination-free environment that fully supports our team's personal and collective success. We are committed to building a workforce that reflects our community, our city, and our country and, in turn, the COC welcomes applicants from all backgrounds and abilities who share and embrace these values of anti-racism and inclusion.

The COC is committed to providing accommodations for people with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

The Canadian Opera Company thanks all applicants in advance, however, only those considered for an interview will be contacted. No phone calls or agencies please.