



JOB DESCRIPTION: Facilities Office Assistant

Rev. 10/2025

Job Title: Facilities Office Assistant

Reports to: Director of Facilities

Department: Facilities

Salary Range: \$18-21/hr

FLSA Classification: Full-Time, Non-Exempt; 40 hours/week

General Statement of Job Function: Assists Director of Facilities with administrative needs related to physical and strategic maintenance of the physical plant for all Goodspeed facilities (currently 40 +/-). This position is also responsible for managing the mail (incoming and outgoing) for the administrative offices, which will include the logging and delivery of checks and supporting documentation to the appropriate staff members for processing.

Facilities Department Duties and Responsibilities:

- Process vendor invoices for payment in QuickBooks.
- Assist with workflow management utilizing our MaintainX (computerized maintenance management software)
- Assist Building Services department employees.
- Assist Director of Facilities in oversight and organization of repairs, maintenance, and capital improvements for all of Goodspeed's buildings and physical plant.
- Work with Director of Facilities to prepare and track annual department budget.
- Maintain usage tracking for utilities, water, and operational systems, as well as tracking of services contracts and vendor relationships.
- Maintain databases for janitorial, filters, liquor and paper supplies.
- Assemble bank deposit and coin deposit for soda machine and laundry machine revenue.
- Manage purchasing of office, janitorial, name tags, liquor and bar supplies for the entire organization.
- Assist Director of Facilities with maintenance and budgeting for Goodspeed's fleet of vehicles, as well as driver database.
- Research and assist with energy reduction and/or conservation measures for physical plant as appropriate.
- Assist with bank deposit run as needed.
- Other duties as assigned.

Administrative Duties and Responsibilities:

- Pick up the mail Monday through Friday from the post office and distribute as needed.
- Process outgoing mail Monday through Friday, including management of the postage machine, and bring to the post office

- Open Development, Membership, and Box Office mail and log all incoming checks into the daily check log
- Deliver all logged checks and supporting documentation to the appropriate staff members for processing

Required Qualifications & Skills:

- Experience in an office environment or professional workplace; strong written and verbal communication skills.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.

Preferred Qualifications & Skills:

- Experience with Microsoft Access or similar database software systems
- Experience with QuickBooks
- Experience with a computerized maintenance management system is a plus
- Evident personal and professional integrity; an organized, focused and goal-oriented personality, coupled with a high level of initiative, energy and ability to work independently.

Employee Acknowledgement / Date

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