



Facilities Manager

EMPLOYMENT STATUS: Permanent, Full-time, On-site

SALARY RANGE : \$75,000 - \$110,000 per year

REPORTS TO: Director of Finance and Administration

POSITION SUMMARY

The Facility Manager is responsible for the safe, efficient, and reliable operation of all Segal Centre's facilities, ensuring that buildings, systems, and infrastructure support for artistic programming, public use, and staff operations. This role oversees day-to-day facilities operations, preventive and corrective maintenance, capital improvement projects, and compliance with all applicable safety and regulatory requirements. The Facility Manager plays a critical role in preserving the physical asset of the Centre's while enhancing the patron, artist, and employee experience. This position will work with all departments at the Centre.

KEY RESPONSIBILITIES

1. Facilities Operations & Compliance

- Oversee daily operations and maintenance of all facilities, including performance venues, rehearsal spaces, offices, public areas, and off-site locations
- Ensure facilities are performance-ready for rehearsals, productions, events, and rentals
- Ensure compliance with building codes, fire/life safety, accessibility standards, and applicable regulations
- Act as primary liaison with landlords, inspectors, city officials, and regulatory agencies
- Develop and maintain emergency preparedness and response plans

2. Maintenance & Equipment

- Manage preventive and corrective maintenance programs for building systems (HVAC, electrical, plumbing, fire alarm, elevators, roofing, etc.)
- Coordinate with Production to maintain theatre-specific infrastructure (rigging points, stage systems, loading areas, acoustics)
- Maintain asset inventories, maintenance records, and schedules
- Respond to facility emergencies and coordinate timely repairs

3. Financial & Vendor Management

- Develop and manage facilities operating and capital budgets
- Track expenses and implement cost-effective and sustainable practices
- Solicit quotes, evaluate vendors, negotiate contracts, and manage service providers
- Support grant-related documentation and reporting as required

4. Capital Projects

- Serve as project lead for facility upgrades, renovations, and deferred maintenance projects
- Coordinate architects, engineers, contractors, and consultants
- Ensure projects are delivered on time, on budget, and with minimal impact on programming

5. Team Leadership, Safety & Security

- Supervise the Head of Maintenance and external cleaning providers
- Schedule staff coverage to support performances and events
- Promote a culture of safety, accountability, and proactive maintenance
- Act as Security Officer and coordinate security resources as required
- Ensure compliance with health and safety regulations (SST, first aid, fire safety equipment)

QUALIFICATIONS

- 5–7+ years of progressive facilities management experience, preferably in a theatre, performing arts, or public assembly venue
- Post-secondary education in Facilities Management, Engineering, Construction Management, or equivalent experience
- Proven experience managing building systems, maintenance programs, budgets, vendors, and capital projects
- Strong leadership, organizational, and project management skills
- Ability to read technical drawings and interpret construction and engineering plans
- Foundational knowledge of theatre production systems (lighting, sound, stage, rigging); stage experience an asset
- Working knowledge of plumbing, electrical, HVAC systems, and basic IT infrastructure coordination
- Fully bilingual (spoken and written French and English)
- Valid Quebec Class 5 driver's license; lift certification an asset
- Availability to work flexible hours, including evenings and weekends

PHYSICAL REQUIREMENTS

- Ability to move throughout facilities, work at heights, access confined spaces, and lift up to 50 lbs
- Comfortable working in varied environments (noise, temperature, lighting) and responding to emergencies

ABOUT THE SEGAL CENTRE

The Segal Centre for Performing Arts is a not-for-profit theatre company dedicated to nurturing, producing and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.

Facilities

The Segal Centre's main building occupies the South-side block on Chemin de la Côte-Ste-Catherine between Mountain Sights and Westbury, a two floor performing arts venue with the 312-seat Sylvan Adams Theatre, a 180 seat variable Studio theatre, two lobbies (upper and lower), a 77 seat Cinema Space, rehearsal halls, dressing rooms, a props and maintenance shop and some offices.

The Segal Centre Annex, a four-floor building on Mountain Sights, just south of the Theatre and connected via an interior passage. The Annex has a wardrobe studio and storage in the basement, offices and admin on the first floor and two more floors of classroom/rehearsal rooms, archives and offices.

The Segal Centre Warehouse, located off-site on Avenue De Louvin, near Marché Centrale, a 10ksqft space with a scenic and paint shop and storage for the Theatre's props, set elements and repertoire productions.

HOW TO APPLY

Send resume and cover letter to hr@segalcentre.org.

