



Facilities Maintenance Assistant

Canada's National Ballet School is currently inviting applications for the **full-time, permanent** position of **Facilities Maintenance Assistant**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+ employees* supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Facilities and Operations team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization, NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

Reporting to the Building Services Manager, the Facilities Maintenance Assistant maintains the appearance of the School and its grounds through the provision of general maintenance and repairs for assigned equipment and facilities. This position supports the Facilities and Operations team to ensure that NBS provides a safe, welcoming, comfortable, accessible and clean environment for its students, employees, guests and activities. **The schedule for the Facilities Maintenance Assistant includes occasional shifts on evenings and/or weekends during special events.**

Major Duties and Responsibilities

- Inspect and identify equipment and machines in need of repair
- Troubleshoot, plan, and execute routine maintenance and general repairs on building systems that do not require a specialized technician, such as drywall, painting, repairing doors, plumbing, electrical and other building fixtures
- Order supplies and materials as needed
- Clean and assist with upkeep of the facilities
- Maintain safe accessibility to the School's premises (i.e. snow and ice removal)
- Perform event set-ups and take downs
- Maintain a safe working environment by following all procedures, rules, and regulations
- Perform other duties as required to achieve the objectives of the Facilities and Operations Department

Qualifications/Skills/Experience

- Minimum 2 years' of facilities maintenance or related experience
- Sound knowledge of relevant health and safety regulations and procedures
- Ability to correctly and safely operate grounds keeping equipment and tools; physically capable of lifting and/or moving objects (50lbs max)
- Basic construction skills (knowledge of drywall, carpentry, plumbing, electrical an asset)
- Ability to work in varied environments and the flexibility to deal with changing priorities
- Basic computer skills (Outlook) and willingness to learn new softwares (Maintenance Care, ADP Workforce Now)
- Good oral and written communication skills; ability to deal diplomatically with colleagues, staff and the public
- Excellent organizational and time management skills
- Valid driver's license considered an asset

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Apply now! Please email your resume and cover letter **with salary expectations**, to careers@nbs-enb.ca and indicate **"Facilities Maintenance Assistant - 2023"** in the subject line.

About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative.

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.