

## FOR ARTISTS

Listings

Wednesday, May 18, 2022

### Facilities Supervisor

Company: Mark Morris Dance Group

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Location: Brooklyn, NY

Compensation: Annual Salary: \$50,000-\$60,000; commensurate with experience

Reports to: Director of Facilities and Capital Projects

#### SUMMARY DESCRIPTION:

Mark Morris Dance Group seeks a Facilities Supervisor with excellent facilities management, building maintenance, building safety and interpersonal skills to support the Dance Center's wide-ranging activities and constituencies. This full-time position reports to the Director of Facilities and Capital Projects and has direct oversight of a 4-member Facilities Team. The Facilities Supervisor also works closely with the Dance Center Operations Manager and all program directors to ensure that Dance Center operations run smoothly and with the highest standards of facilities care and management.

The Facilities Supervisor role is a new position created to support dance center operations and joins the organization at a pivotal moment as we reimagine how we operate, further embody our core values, and welcome back our community.

The ideal candidate will have strong supervisory skills, excellent team leadership and a basic knowledge of facilities and custodial duties, including HVAC, electrical, plumbing, cleaning chemical management and safety & security. The ideal candidate will positively, professionally and constructively improve the Facility operation by encouraging team cohesion and morale along with reinforcing the policies and procedures.

The successful candidate joins a community of kind and dedicated arts and administrative professionals who are propelled by Mark Morris's commitment to artistic excellence, access to the arts, and the impact that the arts have in connecting and engaging communities. MMDG is committed to ongoing and sustained equity and inclusion work. All staff are expected to be actively engaged and dedicated to upholding our core values: celebrating our diverse community, pursuing excellence in all that we do, advancing access, exposure, and opportunity to dance and music, and cultivating creativity. Staff members also have opportunities to shape the culture of the organization through our Work, Life and Culture Committee working groups at a time when we are revamping our IDEA (Inclusion, Diversity, Equity, and Access) action plan, initiating an ESG (Environmental, Social, Governance) strategic plan, and more.

PRIMARY RESPONSIBILITIES include but are not limited to:

#### Facilities Administration

Assume management of the facility in the absence of the Director of Facilities

Assist with implementing facility policies and procedures

Assist with compliance monitoring and record keeping for all building systems including but not limited to HVAC, boiler, elevator, plumbing, lighting, Department of Buildings and FDNY permits, inspections and violations

Collaborate with Operations team on projects and problem solve as necessary

#### Building Maintenance – In conjunction with Director of Facilities:

Manage daily facilities inspections to identify, monitor and track new and ongoing issues throughout the Dance Center; assign tasks and perform as needed

Supervise reconfiguration of building spaces including offices, storage, and studios

Assist with the care and maintenance of the facilities mechanical systems (HVAC, plumbing, electrical, fire alarm, etc.) and public, office, and storage areas

Supervise the purchasing and inventory control of building cleaning and maintenance supplies

Ensure Facility Team is set up for success and that they have the resources, information, tools and uniforms required to succeed

Perform cleaning and maintenance tasks when necessary

#### Building Safety

Maintain awareness of emergency operating procedures and act on such situations if other management is unavailable

Maintain security systems and procedures and enforce them through coordination with the front desk and administrative staff

Participate in the development and monitoring of safety activities as appropriate

Serve as Building Safety Manager when needed

#### People Management

Manage and schedule all day and evening part-time facilities staff (4ppl)

Ensure efficient operations of the facilities team including delegating tasks, assessing task completion and providing effective feedback  
Create a positive environment that encourages staff to complete assigned tasks efficiently, effectively, and with a focused attention to detail  
Assist with the exploration and implementation of new training, certifications, and professional development opportunities for staff  
Manage day-to-day personnel issues and support constructive conflict resolution

#### REQUIRED TRAINING:

First Aid Certification + refresher courses offered annually  
CPR/AED Certification + refresher courses offered annually  
Dance Center Floor Warden and Fire Guard Safety Training  
FDNY Certificate of Fitness F03 (Place of assembly safety personnel) + recertification (required every 3 years)  
Bystander / De-escalation Training – offered annually  
Compliance with MMDG COVID-19 Safety Plan and Vaccination Policy

#### YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU:

Are an outstanding team leader - You enjoy managing a diverse team and fostering individual growth by giving and receiving feedback with diplomacy and patience. You take ownership for the responsibilities you hold while also collaborating with your coworkers and providing support when needed.  
Are Solution-Oriented: You are a resourceful and creative problem solver who is proactive and self-motivated to identify areas of improvement.  
Have an excellent eye for detail- you are someone who tackles the big projects by conquering the small details with efficiency and knows when and how to delegate.  
Appreciate our work and align with our core values: Welcome MMDG's wide ranging staff and constituency that reflects a diversity of backgrounds, ages, identities, and abilities with ease and sensitivity.

**SCHEDULE:** 40 hours per week on-site at the Dance Center; Tuesday thru Friday 2pm to 10pm & Saturdays 11am to 7pm. Flexibility to cover open shifts and work extended hours for events is required.

#### QUALIFICATIONS:

High School diploma or GED  
3+ years of supervisory experience in Facilities/Building Management  
Knowledge of carpentry, electrical, plumbing, painting, and floor maintenance  
Knowledge of cleaning chemicals and supplies and familiarity with Material Safety Data Sheets  
Ability to foster teamwork  
Working knowledge of Word, Excel, and Outlook  
Possess/acquire all fire department certifications necessary to the building operation  
Able to understand and follow written and oral instructions in English. Spanish a plus.

**PHYSICAL REQUIREMENT:** Must be able to lift, push, pull, hold, and/or carry objects and equipment weighing 25-50 lbs. on a frequent basis. Must be able to climb stairs. Must be able to stand for up to 4 hours at a time on a frequent basis. Must be able to stoop, kneel, crouch, and/or crawl frequently throughout the day.

#### COMPENSATION AND BENEFITS:

Annual Salary: \$50,000-\$60,000; commensurate with experience  
Paid vacation, sick/personal leave, holidays and bonus days  
Comprehensive benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, Voluntary vision and dental coverage, Pre-tax commuter benefit, 403(b) retirement plan, and 100% paid family leave  
Access to free and discounted classes at the Dance Center and online  
Access to special events and MMDG performances (when available)  
Invitations to cultural events extended to staff members by community partners.

#### [APPLY HERE!](#)

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Mark Morris Dance Group  
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<https://markmorrisdancegroup.org/the-dance-group/careers/>

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