Thursday, January 18, 2018

Earthdance Buildings & Grounds Manager

Company: Earthdance Creative Living
Location: PLAINFIELD, MA

Context:

Earthdance is an artist-run workshop, residency, and retreat center, run by resident staff and volunteers, and located in the Berkshire hills of Western Massachusetts. We provide a dynamic mix of dance, somatic, and interdisciplinary arts training, with a focus on sustainable living, social justice, and community. Earthdance has been spearheading innovative arts programming and maintaining a beautiful facility for rental groups in the Pioneer Valley for over three decades. www.earthdance.net

At this time, inspired by a commitment to equity, social justice, and sustainability, Earthdance community members, staff and board are researching innovative organizational models and are interested in less hierarchical and more cooperative structures. A change in structure could mean a re-ordering of how we hold tasks, roles and responsibilities, and the shape of this position may change over time. We are especially interested in candidates who are committed to undoing oppression, and expect that new hires will collaborate with us in this exciting process.

Position:

The Buildings & Grounds Manager is responsible for directly supervising and coordinating the activities of Earthdance's buildings and grounds to ensure optimal levels of operations, customer safety, public aesthetic, sustainability of the facilities and grounds, and to stay within budget. This position is responsible for regular facility maintenance, custodial work, grounds keeping, and supervision of the buildings and grounds assistant and volunteers, as well as the gardener seasonally. The Building and Grounds Manager interfaces with other maintenance staff and contractors, supports larger capital projects onsite, and must be available to deal with emergencies when necessary.

Primary areas of responsibility:

Monitor the facility to ensure that it remains safe, secure, and well maintained.
Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
Manage all custodial services, grounds maintenance, mechanical and electrical maintenance, structural repairs, heating and air conditioning, and recycling and refuse.
Provide communication with all Buildings Inspection Officials.
Dispose of, or oversee the disposal of, surplus or unclaimed property.
Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.
Participate in architectural and engineering planning and design, including space and installation management.
Support garden functionality by overseeing the gardener and assisting with seasonal planning.
Track all financial expenditures of the Buildings and Grounds department, ensuring that expenses are kept within budget.
Provide weekly updates on day-to-day operations and projects to the Operations Manager, and provide updates on large or longterm projects to the Executive Director.
Attend weekly Core Staff meetings, All-Staff meetings, and House Cleans; Occasionally leads meal preps and meal cleans for rental groups and Earthdance programs.
Ensure another staff member is sufficiently familiar with these job duties to enable him/her to take over with reasonable proficiency as an interim successor.
Perform other duties as assigned.

Skills/Competencies:

Related work experience, bachelor's degree in a relevant field a plus
Background as an electrician, general contractor, facilities construction, or related
General understanding of building codes and regulations
Experience supervising and leading projects and teams
Ability to navigate email, Google, and Microsoft Excel and Word (or open source equivalent)
Strong interest in, and previous experience with, cooperative living and community building
Strong team leadership skills in a live/work environment
Ability to manage personal work schedule depending on requirements/responsibilities as needed
Professional demeanor and work ethic
Written and verbal communication skills
Problem solving skills
Self-motivated, able to self-direct and take direction
Ability to maintain positivity and composure under pressure
Ability to handle changes in work priorities with ease
Ability to interface with others using tact and diplomacy

Preferred Skills/Competencies:

Strong interest in, and previous experience with, cooperative living, community building, and social justice
Interest and/or background in green building and energy efficiency systems
Team building and conflict transformation skills
Interest in Contact Improvisation and/or other movement based expressive forms

This position averages 30 hours/week year-round. Work often requires availability on weekends. This position receives hourly pay at MA minimum wage ($11/hour). It is offered as a residential Core Staff position with on site Room & Board offered with deduction. Local residents will be considered for an off-site position. Benefits include paid time off, complimentary workshops and contact improvisation jams, access to Earthdance studio spaces, guest privileges, and community development opportunities.

Earthdance prefers a two-year minimum commitment; however, this is at-will employment. Position start date is upon hire.

Women, People of the Global Majority, LGBTQIA, and/or those differently abled are encouraged to apply.

To apply: Send a cover letter, resume, and two professional references to jobs@earthdance.net. Please include job title in email subject.

Apply today! Priority deadline: February 5, 2018
Position start date upon hire

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For more information:
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