



Facilities Manager

The Hubbard Hall Facilities Manager (FM) is responsible for the maintenance and care of all Hubbard Hall Facilities, including the Hall, production and shop spaces, the Beacon Feed Building and the Freight Yard Depot. This position works closely with the Executive & Artistic Director (EAD) to ensure that all Hubbard Hall spaces are ready for continual public use. Duties include:

Administration

The FM meets regularly with the EAD and staff to discuss ongoing projects and tasks as well as long-term strategy for physical plant improvements

Grounds Keeping

This position ensures all grounds are well kept, safe and looking their best to help ensure a safe, healthy and pleasant experience for community members and staff of Hubbard Hall. Grounds' keeping includes mowing, shoveling, painting and maintenance of all public access points, as well as basic repairs to all facilities, and is **currently contracted out to appropriate contractors** within Hubbard Hall budgetary limits and in coordination with EAD.

Facilities Maintenance and Advancement

This position maintains and helps to plan for the advancement of all facilities on the Hubbard Hall campus, including public and private spaces, production spaces and shop areas, storage and equipment. The FM maintains a weekly check list of regular maintenance activities while also attending to agreed-upon projects indicated by other staff and the manager's own list of identified projects. The manager maintains consistent communication with the EAD and the director's assistant as well as the rest of staff about technical and facilities needs. The FM is authorized to contact necessary vendors (plumbers, electricians, county code supervisors, etc.) as needed.

The Facilities Manager will fill out a bi-weekly timesheet and file it to the executive & artistic director to be paid within a week of filing. It is understood that the Facilities Manager will be an employee of the company and so payments will be processed through Hubbard Hall payroll, with all applicable taxes removed before payment.

Pay: Commensurate with experience, with an average of 20-30 hours per week. Sometimes more hours during production times. Flexible hours (to be set with EAD).