

**TITLE:** Director of Facilities

**STATUS:** Full-time; Year round

**REPORTS TO:** Deputy Director

**DEPARTMENT:** Facilities

**WORKS WITH:** All departments, Festival staff, visiting company members, faculty, students, volunteers, and patrons; supervises three year-round staff and multiple seasonal positions.

Jacob's Pillow seeks a **Director of Facilities** to join the **year-round operations** and work closely with other senior staff and the Deputy Director to maintain the entire physical plant, support all artistic programming, and develop a sustainable plan as the organization grows and expands.

### ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school children, artists, and community members alike; rare and extensive dance Archives, open to the public and available online at [danceinteractive.jacobspillow.org](http://danceinteractive.jacobspillow.org), which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

The Jacob's Pillow campus consists of 39 buildings on 220 acres in the rural town of Becket, MA, including two theaters, and support buildings, five studios, four former single-family homes, multiple dormitory-style residential units, some of which are seasonal, administrative buildings, a warehouse, a large septic system with leach fields, three restaurant facilities, and a 900 seat outdoor amphitheater/stage built into a wooded hillside. The Director of Facilities is responsible for upkeep, cleaning, operations, security and maintenance for all, as well as coordinating with third-party service technicians, and maintenance of support facilities and parking lots.

### RESPONSIBILITIES

- Direct and Manage the day to day Facilities work
- Create and Manage facility budgets for annual operations and capital projects
- Ensure successful, cost-effective application of human, physical, and technical resources
- Ensure all permits and inspections are secured in compliance with legal requirements. (fire suppression, building codes, water, and waste management, etc)
- Provide expertise and management oversight for the building, renovation, maintenance, cleaning, and repair of all buildings, grounds, and facilities
- Procure and maintain all facilities equipment and vehicles
- Plan and evaluate all aspects of physical plant including coordination of accessibility measures
- Manage and implement the Systems Replacement Plan
- Plan and implement sustainable practices

- Assist in emergency response strategies
- Create “red books” and documentation of all procedures, infrastructure systems, and building conditions for the department and senior management
- Train staff on Safety Procedures
- On-call for emergencies
- Participate with other department heads in discussions involving strategic planning and general operations and management
- Staff the Facilities Committee of the Board of Trustees with Director of Technical Production

#### **REQUIRED QUALIFICATIONS**

- Five to seven years of senior-level facilities maintenance or related experience
- Excellent Project Management skills and supervisory experience
- Strong interpersonal skills
- Excellent communication skills
- Knowledge of building trades, codes and fire and safety regulations
- Construction Supervisor’s License

#### **SKILLS & QUALITIES**

- Possess excellent customer service skills.
- Demonstrates outstanding attention to detail.
- Demonstrates exceptional oral and written communication skills by conveying information effectively.
- Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions
- Utilizes effective time-management skills.
- Well-organized, self-motivated, goal-oriented, and flexible

#### **TO APPLY**

Please email cover letter, resume, and references to [hr@jacobspillow.org](mailto:hr@jacobspillow.org), with “Director of Facilities” in the subject line.

**All inquiries and materials will be confidential. Please do not mail hard copies. No phone calls, please.**

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*Jacob’s Pillow is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob’s Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.*