

## **Facilities Manager – Job Description**

### **ABOUT APPLE HILL**

Located on a beautiful 100 acres of fields and woodlands in rural New Hampshire, the award-winning Apple Hill Center for Chamber Music is a non-profit arts organization that exists to perform, teach, and broaden the appreciation of chamber music. Beloved by its students, alumni, and supporters, Apple Hill seeks to cultivate connection and understanding among people of diverse backgrounds, cultures, playing levels, and ages through music performance and education centered around the values of acceptance, inclusivity, creative expression, and encouragement.

### **FACILITIES MANAGER ROLE**

The Facilities Manager (FM) will maintain the buildings and grounds of Apple Hill, direct seasonal facilities staff, and oversee the upkeep of equipment and supplies. The FM will make sure the buildings and grounds are maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements, and safety inspections. The FM will be in charge of a budget and will negotiate with outside vendors for supplies, repairs, and other measures. The FM is a leadership position, full-time (actual hours variable by season,) with health and pension benefits. The FM will report to the Executive Director, attend all staff meetings, plan and attend facilities committee meetings, and be available for select board meetings on request.

### **Key responsibilities and duties include:**

- Manage all building maintenance activities, including planning and developing preventative maintenance
- Plan and oversee building work/renovation
- Generate building project budgets and reforecast budgets when necessary
- Supervise facilities and purchase materials as needed
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences
- Oversee all facilities contracts and billing invoices
- Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies
- Schedule and manage rentals
- Allocate and manage space within buildings
- Coordinate cleaning, catering, and parking services
- Ensure that facilities meet government regulations and environmental, health, and security standards
- Advise on energy efficiency and cost-effectiveness
- Recruit volunteers for areas that require such involvement
- Keep staff, students, and the general public safe

**QUALIFICATIONS**

- Demonstrated experience in building and facility management including building repair and maintenance, services, and upgrades.
- Knowledge of environmentally sustainable systems and building design.
- Demonstrated experience in ensuring the fulfillment of occupational health and safety codes/obligations for a building.
- Be highly self-motivated with a demonstrated ability to handle multiple tasks simultaneously.
- Be able to motivate and coordinate employees, as well as deal with any disciplinary issues.
- Must be able to make decisions based on organization's needs and budget.
- Must possess excellent time-management skills and the ability to execute projects systematically.
- Must possess attention to detail, excellent craft skills, and quality control.
- Ability to have a flexible schedule: summer hours, especially summer preparation in the spring, will require long days, some evenings, and some weekends, but winter hours can be negotiated and flexible.
- Must work well and thrive in high-pressure situations.
- Be able to work cooperatively with the musicians, students, public, management, and production employees.

**Salary Range:** \$52,000-\$62,000 dependent on experience and range of expertise

**Position to Start:** April 1, 2025

Qualified candidates should submit a cover letter and resume to [applehilled@gmail.com](mailto:applehilled@gmail.com) – all applicants will receive a response.