



**JOB DESCRIPTION: Director of Facilities**

Reports to: Managing Director

Department: Building Services

FLSA Classification: Full-Time, Exempt

Wage / Compensation Range: \$92,000-\$100,000

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are **STRONGLY** encouraged to apply.

**General Statement of Job Function:**

The Director of Facilities role will lead the daily management and care for all Goodspeed Musicals properties. This includes hiring, training, managing, and scheduling facilities services staff. The Director acts as a liaison to internal and external stakeholders and participates in planning and budgeting of facilities/operations for the organization. As a member of the Senior Operations Team, the Director of Facilities will contribute to strategic planning of the organization through identifying and implementing methods for greater operational efficiency and reduced costs. The Director will advance the mission of our State's leading producer of musical theatre in alignment with the organization's strategic plan.

**Primary Duties & Responsibilities:**

- Direct the operation and maintenance of all Goodspeed Musicals facilities, including oversight of all building systems (alarms, fire suppression, elevator, HVAC, among others)
- Be on-call for any/all facilities-related emergencies including, but not limited to, guest artist housing needs, maintenance issues, and weather response; delegate this duty as necessary
- Ensure compliance with all applicable codes and government agencies as it relates to building operations
- Monitor the scheduling and management all major repairs and annual inspections, in addition to conducting regular inspections of all building systems and equipment.
- Hire and supervise all maintenance personnel, including training, onboarding, and scheduling
- Oversee the ordering of building maintenance supplies
- Respond to or coordinate/delegate the response to all emergency situations

- Recommend and implement capital/physical plant improvements on an ongoing basis
- Maintain security system and serve as primary contact for alarm company, delegating response when needed
- Negotiate and manage utilities, water, and operational systems, services contracts, and vendor relationships
- Supervise the maintenance of all grounds and parking lots including landscaping and snow removal
- Supervise the maintenance of all company vehicles
- Communicate and steward relationships with staff, leadership and vendors
- Coordinate and supervise all waste removal for all facilities, including recyclables
- Manage assignment and distribution of physical keys, electronic keys, and other access codes for internal and external needs
- Work with Director of Finance and other staff to generate and monitor annual facilities budget, including updated forecasts and projections
- Assist with special event and meeting set up requests
- Serve as thought partner with Company Management for all facilities-related needs and co-lead a multi-year housing improvement strategy
- Support any long and/or short-term facility rentals in partnership with General Management and Production departments
- Coordinate all facility operations needs in tandem with Production and other programming departments
- Serve as point of contact with the CT Department of Health with regard to managing and ensuring that Goodspeed's two water systems are operated according to State of Connecticut requirements.
- Serve as point of contact with the CT Department of Energy and Environmental Protection with regards to the two dams owned by Goodspeed, the management of regulated paint waste disposal, and any other matters of environmental protection. (i.e. underground storage facilities etc.)
- Act as licensed Theater Manager with State of Connecticut Fire Marshall's office, coordinating all inspections and maintenance for all fire and life safety systems
- Serve as Goodspeed Musicals representative for neighboring Gelston House property, including the supervision of any necessary improvements and repairs per the terms of the lease, monitoring activity at the property, and coordinating with Director of Finance on the collection of monthly rent and other fees
- Overseeing beverage inventory and all ordering for Goodspeed venues
- Represent the organization on external committees and in meetings with key external constituencies, including Village Knoll Condominium Association and the Towns of East Haddam and Chester
- Work with IT Provider and related service providers for internet, broadband and computer connectivity across campus
- Engage with Board of Trustees Committees and working groups as necessary and other committees as necessary, including taking and distributing meeting minutes and other action items
- Attend all Full Board meetings and other civic meetings as a representative of Goodspeed, as appropriate

- Serve as operations lead for the Real Estate Working Group, working with Trustees and leadership to identify and operationalize a campus-wide comprehensive plan
- Ensure all Goodspeed Musicals facilities are comfortable, safe, clean and welcoming for patrons and staff
- Assist in other duties as assigned by the Managing Director

**Preferred Qualifications:**

- Related work experience in a commercial property or professional performance venue setting, or any similar combination of education or experience in the operation and maintenance of building systems and grounds of a public venue
- Working knowledge of all aspects of building systems and operations, contractual maintenance, and local laws pertaining to building operations and safety
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing diplomacy and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity
- Proactive, positive attitude, strong work ethic, and a sense of humor
- Ability to work collaboratively in a team setting while also being self-directed
- Remain service-centered, supporting the many users of Goodspeed's facilities (visiting artists, resident staff, patrons, among others)
- Appreciation for the performing arts in making our world a better place
- Ability to transport up to 50 pounds

**How to Apply:** Please send a cover letter, resume, and list of three references to [jobs@goodspeed.org](mailto:jobs@goodspeed.org) with the subject line "Director of Facilities."