Facilities Manager
Caroga Arts Collective

Organization: Caroga Arts Collective
Location: Caroga Lake, NY (with occasional travel throughout Fulton County)
Employment: Full-time; some evenings and weekends required
Start Date: late April 2026 (TBD)

About Caroga Arts Collective

Caroga Arts Collective is a 501(c)(3) not-for-profit organization presenting world-class performances, festivals, community events, and educational programs across the Southern Adirondacks. Caroga Arts brings together artists of all disciplines—performing, literary, visual, and culinary—to collaborate on interdisciplinary projects, engage the local community, and revitalize the region's cultural and economic life.

Position Overview

The Facilities Manager helps maintain and assist in overseeing the daily operation and development of the Caroga Arts Campus, including Sherman's Park and Myhill properties. This role combines strategic oversight with hands-on facilities work, ensuring that buildings, grounds, and infrastructure are safe, functional, and ready to support year-round artistic programming and community use.

Reporting to the Associate Executive Director, the Facilities Manager works closely with the On-Site Manager, Facilities & Grounds Coordinator, and other administrative staff. This position requires a highly practical, solutions-oriented individual who is comfortable performing and supervising minor plumbing, mechanical, electrical, carpentry, and grounds maintenance tasks, while also assisting in coordinating contractors and long-term projects.

Work is based primarily at Caroga Lake, NY, with flexibility required for evenings, weekends, and occasional on-call responsibilities.

Key Responsibilities

Facilities & Property Management

- Co-manage the daily operations, maintenance, and repair of all Caroga Arts facilities and grounds in partnership with the On-Site Manager and Facilities & Grounds Coordinator.
- Perform and supervise hands-on maintenance work, including:
    - Minor plumbing repairs
    - Mechanical and building system troubleshooting
    - Basic electrical, carpentry, and structural repairs
    - Preventative maintenance tasks
- Ensure facilities meet safety, accessibility, and regulatory standards
- Assist in managing utilities, HVAC, mechanical equipment, and maintenance schedules
- Maintain inventory of tools, equipment, and supplies in coordination with the Facilities & Grounds Coordinator
- Assist On-Site Manager as additional point of contact for contractors, vendors, and service providers

Capital Projects & Improvements

- Support renovation, repair, and improvement projects across the campus
- Assist the Capital Construction Planning Group and Executive Director with capital project planning and execution
- Assist in coordination of contractor work, timelines, site access, and on-site reporting

Grounds & Outdoor Spaces

- Assist in overseeing groundskeeping, landscaping, mechanical outdoor performance areas
- Participate directly in seasonal campus preparation, including:
    - Outdoor venue setup and breakdown

    - Festival site readiness
    - Winterization and spring reopening
- Oversee care and preservation of historic or specialty features, including Sherman's carousel and ferris wheel.

Program & Event Support

- Collaborate with facilities and program staff to prepare spaces for performances, festivals, residencies, and educational programs
- Provide logistical and technical support for installations, exhibitions, and events
- Implement and manage space-use and rental policies, including scheduling, contract follow-through, and on-site supervision

Leadership & Team Coordination

- Supervise facilities, maintenance, and grounds staff, interns, and volunteers
- Lead by example with a hands-on, collaborative work style
- Develop and implement clear procedures for facilities operations and maintenance
- Participate in staff meetings and contribute to safety planning and infrastructure strategy

Education & Community Engagement

- Partner with education staff and fellows to create hands-on learning opportunities connected to the campus and facilities
- Support community engagement initiatives through campus stewardship and accessibility

Other Duties

- Respond to facility emergencies and urgent maintenance issues in real time

- Provide on-call support as needed during major events and peak seasons

- Perform additional duties as assigned to support Caroga Arts' mission and operations

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Qualifications

- Minimum 5 years of experience in facilities management, building maintenance, or operations

- Demonstrated hands-on experience with plumbing, mechanical systems, building maintenance, and grounds work

- Experience working on a multi-building campus, outdoor venues, or historic properties strongly preferred
- Strong communication and comfortability with public speaking as needed

- Strong organizational and problem-solving skills; ability to prioritize and adapt quickly

- Comfortable using digital tools (Google Suite, scheduling systems, work orders)

- Ability to work evenings, weekends, and occasional on-call shifts

- Appreciation for the arts, community development, and mission-driven organizations

- Bachelor's degree preferred but not required; equivalent experience considered

Compensation

- Compensation: $25/hour ($52,000/year)
- Pay: $52,000 per year ($25/hour) - 40 hours/week

Caroga Arts is an equal opportunity employer.