



ELIOT SCHOOL OF FINE & APPLIED ARTS

JOB POSTING • Facilities Manager

June 2021

THE ELIOT SCHOOL

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist's residency, talks and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports all three.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.

FACILITIES MANAGER

We seek a highly motivated, collaborative, and well-rounded individual who will develop and manage the Eliot School's facilities, tools, and equipment, in support of our mission, vision, and strategic goals.

The Facilities Coordinator manages and stewards the Eliot School's physical plant. They oversee maintenance and improvements to the Eliot School's facilities, grounds, tools and equipment, streamline and manage the physical functioning of the school. They support programming by managing prep and production of materials, supervising materials storage, understanding faculty and student needs. They promote and sustain a culture of 'radical welcoming' throughout the school and its functions, supporting an environment that is welcoming to all.

This position combines creativity, relationship-building, and strong organizational skills, and ability to juggle various facilities and programming needs. It involves clear communication with program and other personnel.

The person in this position reports to the Executive Director and supervises the Shop Assistant, Custodian and other part-time workers, contractors including yard workers, repair people, trades people, and people working and volunteering on construction and improvement projects. Along with the Executive Director, they communicate closely with the Board's Facilities Council and occasional *ad hoc* councils or committees.

This job offers a flexible schedule, with some evening and weekend hours depending on classes and events, and some ability to respond to (rare) emergencies as needed. Tasks may fluctuate by season. If combined with teaching, the job can average as much as 32 hours/week. Without teaching, it averages approximately 16–20 hours/week. This balance can be negotiated during the hiring process.

Core Responsibilities

- Keep the Eliot School's facilities and grounds, wood shop, classrooms, tools, and equipment safe, clean, tidy, accessible, and in good working order for classes, programs, and daily use. When needed, arrange for outside contractors, take bids, and supervise their work. Communicate with teachers and staff re: facilities, machine maintenance, supplies, and other classroom needs.
- Work collaboratively with staff and leadership to shape ongoing facilities strategy.
- Propose and manage annual budgets and maintain cost information within the scope of this responsibility. Consult with Executive Director on problems that exceed the budget or call for consultation, and, if necessary, with relevant committees of the Board.
- Maintain an updated roster of vendors, contractors, repair and maintenance people.
- Develop and sustain positive, effective relationships with staff, faculty, students, vendors, and others.
- Present opinions about solutions to programmatic needs that interact with the school's physical plans. Communicate closely with the Executive Director and relevant Board committees to determine larger/longer scale plans.
- Collaborate with staff in reviewing and adjusting woodworking curriculum and classes.
- Keep track of inventory of tools and supplies. Order as needed. Supervise deliveries, storage and distribution to teachers. Keep tools and supplies accessible and secure, organized and labeled for ease of use.
- Coordinate preparation of lumber, tools, and related materials for programs as needed.
- Manage storage areas and propose solutions to storage issues.
- Keep grounds neat, safe, tidy, and well cared for. Keep all walkways and sidewalks safe for pedestrians. Supervise and manage snow clearance, lawn and tree care.
- Manage trash and recycling pick-up and storage.

Qualifications & Skills

We hope for a combination of the following. Candidates need not fulfill every item, but we will weigh all these factors in our hiring decision.

EXPERIENCE

- Exemplary track record with at least 3 years' experience managing wood shop and physical facilities. Working knowledge of woodworking machines and tools, building infrastructure and systems.
- Demonstrated strong skills in project management.

- Demonstrated comfort with technology, and ability to adapt to new software and systems.
- Demonstrated experience navigating racial equity transformation in organizations or community efforts. Experience supporting programs guided by commitment to racial equity.

ATTRIBUTES

- Flexibility and experience working in a fast-paced, dynamic environment while exercising effective judgment in challenging situations and remaining calm under pressure.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Ability to work independently and as part of a team.
- Ability to communicate well with a wide variety of people.
- The highest ethical standards and discretion.
- Strong commitment to the Eliot School's mission of lifelong learning in craftsmanship and creativity for all.
- Bilingual fluency a plus: Spanish, Mandarin, etc.

The Eliot School is an Equal Opportunity employer, committed to maintaining a diverse workplace that is welcoming to all.

Salary & Benefits

Salary commensurate with experience, \$50–60,000 if full-time. Health insurance (partial) if 20 hours or more per week; employer match for 401k retirement plan; family & medical leave. This position offers the option to construct a flexible schedule. It may require some evening and weekend hours depending on (optional/negotiable) teaching schedule.

To Apply:

Send resume, cover letter and three professional references to Abigail Norman, Director: anorman@eliotsschool.org with “Facilities Coordinator application” in the subject line. We hope for a July start date, but will accept applications on a rolling basis until the position is filled. For job posting purposes, the deadline is listed as June 27, 2021. Please no phone calls.