



Position Description

Position Title: Facilities Manager
Department: Buildings & Grounds
Location: Santa Barbara, CA
Status: Full-Time, Non-Exempt

Position Summary:

The Music Academy of the West seeks a skilled Facilities Manager who is essential to the daily and long-term maintenance and care of our beautiful campus. The Facilities Manager also supports staff and visitors with various on-site needs and events, especially during the 8-week Summer Festival. This is an essential job function which requires in-person work. This position reports to the Director of Facilities.

Position Responsibilities:

- Complete tasks accurately, thoroughly, and with an eye towards quality, aesthetics, safety, security, preservation of our historic property, and creating a welcoming environment.
- Daily walk throughs of campus to identify and address areas in need of repair or cleaning.
- Perform daily repair and maintenance projects including but not limited to changing light bulbs/fixtures, interior and exterior painting, general carpentry, general plumbing, general mechanical upkeep, HVAC, and clean-up.
- Provide on-site assistance for event set-up, breakdown, and after-hours on-call troubleshooting as needed.
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- Conduct periodic quality checks on equipment and systems and troubleshoot as needed.
- Update the Buildings & Grounds daily, monthly, and periodic checklists to monitor facilities operations.
- Assist with security monitoring and emergency response, including evening and weekend lock-ups as needed.
- Coordinate and maintain janitorial supplies, tools, equipment, and schedule additional cleaning after internal and external events.
- Schedule annual maintenance and upkeep of Academy vehicles.
- Assist in moving small to medium-sized furniture and other objects.
- Assist in delivering equipment to off-site locations via passenger van, truck, and 19' box truck.

Physical Demands:

The required physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls; frequently talk and/or hear; occasionally sit; frequently squat, stoop, or kneel, reach above the head and reach forward; daily use hand strength

to grasp tools, supplies and equipment; occasionally climb ladders; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Candidate Profile:

The Music Academy of the West values diverse colleagues who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The successful candidate will ideally demonstrate some, if not all, of the following:

- Strong technical skills such as carpentry, painting, plumbing, electrical, HVAC, and general maintenance.
- Experience managing teams in shifts.
- Strong organizational skills and ability to prioritize tasks.
- Strong interpersonal skills and ability to work collaboratively.
- Physically capable and able to safely lift 50 pounds and lift and/or move up to 100 pounds with assistance.
- Be available to work overtime including some weekends, public holidays, and evenings.
- Have a valid U.S. driver's license

Benefits and Compensation:

This is a full-time, non-exempt position. Hourly rate is \$25-35/hr commensurate with experience. We provide a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave, and a 403(b) plan. This position is eligible for subsidized on-campus housing (2-bed, 2-bath apartment).

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Facilities Manager**. PDF format only. No phone calls, please.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment, and we value each employee's unique experiences and perspectives.

About the Music Academy

Located in Santa Barbara, the Music Academy of the West creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Academy provides classically trained musicians and diverse audiences with transformative educational and performance experiences. The Music Academy's programs include an annual eight-week Summer School & Music Festival which trains up to 150 fellows ages 18-34 and presents more than 130 performances and events, competitions, and a fully staged opera, *Sing!*, a children's choir that performs with local, national, and international partners; and Mariposa Concert Series.

For more information, visit musicacademy.org.