
THE SHED

Job Description: Director of Facilities

About The Shed

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

About the Position

The Shed has been designed to be a highly adaptable, flexible, and technologically advanced art and performance facility. To accomplish this flexibility, there are many kinetic elements that provide for a fully deployable building structure and that require specialized maintenance and operational procedures. The Shed seeks an experienced Director of Facilities to lead the facilities team with oversight of all building operations, including daily maintenance, event services, engineering, and security. This position will directly supervise the facilities department and coordinate with the Production, Programming, Special Events, and Visitor Experience departments for the successful planning and execution of all facility activities.

Key responsibilities include, but are not limited to

- Responsible for aligning customer service with The Shed's mission to create a best-in-class visitor experience that is welcoming to all
- Lead the Facilities department through the development, documentation and implementation of operational policies, standards, and procedures
- Serve as a senior leader within the organization and provide support to the executive management team in all areas of facilities management
- Strategically outline and implement preventative maintenance and capital improvement budgets and planning while monitoring productivity, optimizing efficiency, and maintaining financial responsibility
- Support cross-functional cooperation and communication with the Production, Programming, Special Events, and Visitor Experience departments
- Serve as the building liaison to local authorities, including the Department of Buildings, NYPD and FDNY, as well as facility management personnel from the adjoining office, retail, and residential properties for coordinating maintenance, security, and event operations
- Analyze, evaluate, and supervise safety and security operations, including planning and research, providing review and recommendations of alternative methods and improvements
- Conduct inspections and reviews for analyzing effective operational standards and staff performance and provide coaching and support to resolve issues

Qualifications and Qualities

- Minimum 15 years of progressive experience in facility management with a proven track record of successfully managing a large staff, contractors, and in-house union trades
- Experience working in NYC commercial buildings; arts, cultural, and entertainment venues strongly preferred
- Thorough knowledge and background in facility operations, event production, project management and building systems
- Requires night, weekend, and holiday work with 24-hour availability for emergency responses
- Advanced knowledge and effective oversight in complying with national and local codes and safety standards including OSHA, NFPA, Building, and Electrical
- Excellent interpersonal, oral, and written communication skills with proven leadership ability
- Able to handle multiple projects simultaneously and manage priorities in fast-paced and high demand situations while remaining extremely professional and customer-service oriented
- Experience in developing and managing operating and capital improvement budgets

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to hr@theshed.org with "Director of Facilities" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.