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# THE SHED

## **Job Description: Facilities Supervisor**

### **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. There are many kinetic elements that provide for a fully deployable building structure and that require specialized maintenance and operational procedures. The Shed seeks a Facilities Supervisor to support these facility operations, including daily maintenance, event operations, and building cleanliness. This position will directly supervise the repair, maintenance, and cleaning assignments performed by the Facilities staff as well as vendors and contractors. Reporting to the Facilities Manager, the Facilities Supervisor will assist in coordinating event and programming set-up requirements.

### **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 full- and part-time facilities staff including scheduling, performance management, work assignments, and training
- Responsible for supervising facilities staff in roles including custodial/housekeeping, loading dock master, handyperson, laborers, etc.
- Assist with the storage, inventory, and distribution of house equipment
- Perform daily shift updates and pre-event briefings to keep the facilities team engaged and informed
- Monitor, track, and perform time, attendance, and payroll functions
- Complete end-of-shift reports that keep the Facilities team informed on work completed by staff

### **Qualifications and Qualities**

- High school diploma or GED equivalent
- Experience supervising a union workforce in Facilities/Operations
- Detail orientated with exemplary verbal and written communication skills, along with proven leadership ability
- Responds well to constructive feedback
- Ability to stand for the duration of the shift and lift 75 lbs.

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- Able to work a variable schedule including nights, weekends, and holidays
  - Able to handle multiple projects simultaneously and manage priorities in fast-paced and high-demand situations while remaining extremely professional and customer-service oriented

### **Work Environment**

This job operates in a public assembly facility and professional office environment. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other departments and exchange accurate information; operate a computer and other office productivity machinery; move about the workplace; remain in a stationary position for 10 - 15 percent of the time; and extend hands and arms in any direction. Must be able to climb ladders, crouch, and wear a safety harness to access and inspect equipment in tight mechanical spaces and at significant heights (for example, rooftops, theatrical grids).

### **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](mailto:hr@theshed.org) with "Facilities Supervisor" 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.