



JOB OPENING: Buildings and Grounds Manager (seasonal position)

Kneisel Hall Chamber Music School and Festival is a premier summer music festival located in Blue Hill, Maine. Each summer, Kneisel Hall offers public concerts, music camps, and residential training programs for advanced musicians. Kneisel Hall's flagship program, the Young Artist Chamber Music Program, attracts today's most gifted young professional artists who come to Kneisel Hall for seven weeks to immerse in chamber music study and artistic development.

Kneisel Hall is seeking a Buildings and Grounds Manager who will be responsible for the general maintenance of the properties owned by the organization. This is a seasonal contract position from May to September each year.

RESPONSIBILITIES

The Buildings and Grounds Manager is responsible for the day-to-day maintenance of campus grounds and facilities, including but not limited to:

- Monitor and perform maintenance work for facilities on Kneisel Hall campus, which includes a historic Concert Hall, two dormitory buildings, commercial grade kitchen and dining hall, practice studios and cabins, administrative offices, and music library
- Perform general cleaning and repairs that do not require a specialized technician
- Respond to maintenance requests and emergency failures/breakdowns/service requirements
- Schedule and supervise cleaning staff and casual grounds labor
- Manage daily trash removal for the kitchen, dorms, public restrooms, admin offices, and all collected by cleaning staff
- Monitor inventory of supplies and materials for cleaning, repairs/maintenance; work with Business Manager to restock inventory and monitor budget
- Keep all storage spaces and garage organized
- Check email and phone messages daily to be aware of internal updates and schedule changes
- Ensure that the maintenance work on Kneisel Hall campus is complying with all OSHA standards and policies
- Other duties and responsibilities as assigned

QUALIFICATIONS

- 3-5 years of experience in facilities maintenance and building systems
- Hands-on ability to make minor repairs, including basic carpentry, plumbing, and electrical
- Availability to respond to emergencies and urgent needs, including evenings and weekends
- Ability to take initiative, set priorities, and take full charge of tasks from start to finish
- Strong interpersonal and communication skills
- Strong customer service mindset and commitment to providing high quality service
- Ability to maintain highly professional relations with staff, faculty, and students
- Valid driver's license required for occasional use of company vehicle
- Must have reliable transportation to and from work



KNEISEL HALL CHAMBER MUSIC SCHOOL AND FESTIVAL

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job:

- Must be able to work during prolonged periods of standing and walking
- Must be able to use hand tools, power tools, and operate heavy equipment
- Must be able to climb ladders, reach above the head or reach forward, bend, squat, stoop or crawl into awkward spaces.
- Must be able to lift 25-50 pounds at a time, and occasionally lift and/or move up to 100 pounds.

NOTE: All staff working on Kneisel Hall campus are required to be fully vaccinated against Covid-19.

TO APPLY

Please send a resume and three references to jobs@kneisel.org. Applications will be reviewed on a rolling basis.

The position will begin in May 2022. Position contract is renewable annually from May to September.

Visit www.kneisel.org to learn more about Kneisel Hall Chamber Music School and Festival.

This job description indicates the general nature and level of work performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Kneisel Hall is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation, age, disability, or political affiliation.