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Title: On-Call Facilities Technician & Preparator
Department: Facilities
Reports to: Director of Facilities
Status: Temporary, Hourly, Non-Exempt
Salary Range: \$25–30 hourly
Schedule: On-Call; variable hours as scheduled. Work scheduled based upon employee's availability and determined at least 2 weeks in advance.

About Headlands Center for the Arts

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork.

Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description

Working under the supervision of the Facilities Director, the On-Call Facilities Technician & Preparator provides extra support on special projects, provides care and maintenance for Headlands' seven historic buildings and grounds and supports public programs and special events through intermittent scheduled work. The job includes a range of dynamic responsibilities, from janitorial work to basic plumbing, painting and carpentry, preparator work, waste management, routine preventative maintenance and other activities. The On-Call Facilities Technician & Preparator also works with Facilities Staff on a wide range of facilities work and special projects.

Responsibilities

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor and guided by the needs of the team.

Buildings and Grounds Maintenance (50%)

- Follow and execute work orders. Some of these include general repairs, artist studio upkeep, general cleaning, general operations assistance, etc.
- Help maintain and improve the organization of facilities storage, inventories, and workspaces.
- Address ongoing landscaping, janitorial needs, and repairs as needed and assigned.
- Maintain cleanliness of all campus facilities and grounds on a regular basis in addition to regular cleaning crew scope.
- Support and execute on medium- and long-term special projects. Including painting of interiors, refinishing of furniture, and repairs to siding, building exteriors, updating lighting, etc.



- Report project progress on projects on a daily basis to Facilities Director

Technical and Programs Support (50%)

- Support programs, events, and rentals including event set-up, mid-event support and breakdown as well as exhibition preparation, installation, and deinstallation.
- Support IT infrastructure as needed with cabling and hardware installation.
- Support Operations infrastructure, organization, and storage.
- Work with various staff members to set-up furniture and A/V equipment as needed.
- Facilitate artists' use of woodshop.
- Report project progress to Programs Staff and/or Facilities Director

Position Requirements

- 1+ years experience working in a multi-building facilities role or equivalent experience.
- Experience working with artwork and in the development and installation of exhibitions
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic environment.
- Experience utilizing power and hand tools.
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- Familiarity with Google Suite and Microsoft Office applications.
- Able to lift 50 pounds and engage in strenuous physical activity.
- Due to our Marin Headlands location, reliable vehicle access is required. Must have a valid California Drivers' License and a sound driving record in order to use company vehicles to travel between buildings.

Successful candidate will have the following attributes:

- Proactive, responsive, and resourceful problem solver.
- Able to set priorities, and develop and execute plans to achieve desired results.
- Able to multitask a wide variety of activities, prioritizing conflicting needs.
- Self-motivated.
- Excellent communication skills.

Additionally, strong candidates will bring:

- Advanced carpentry skills.
- Advanced A/V Equipment skills
- Certifications including: CPR, Lift Operations, OSHA occupational training or similar, and/or other Facilities Safety Certifications a plus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment and job sites can be loud.

Physical Requirements

- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms



- Frequently required to climb (ladders, scaffolds, etc), balance, bend, twist, work above shoulders, stoop, kneel, crouch/crawl, and perform other similar actions.
- Must be able to lift up to 50 lbs. Occasionally lifts/carries/pushes/pulls objects >50 lbs in collaboration with others.

To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be On-Call Facilities Technician/your name.

Review of applications is ongoing and will continue until the position is filled. Please note: Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

Equality Employment Opportunity Policy

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such the Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. The Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. The Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.