

944 Fort Barry  
Sausalito, CA 94965  
415.331.2787



info@headlands.org  
headlands.org  
@HeadlandsArts

**TITLE:** Operations and Facilities Coordinator  
**REPORTS TO:** Director of Campus Operations  
**COMPENSATION:** \$32 Hourly, Total compensation includes a generous benefits package with medical, dental, vision, 401(k), and paid time off (PTO).  
**STATUS:** Hourly, Full-time, Non-Exempt  
**SCHEDULE:** Hourly position working approximately 40 hours/week; Schedule to be determined, but will include occasional weekends and evenings.

### **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 Director of Campus Operations, the Operations and Facilities Coordinator provides critical support on special projects, provides care and maintenance for Headlands' seven historic buildings and grounds and supports public programs and special events. 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 Operations and Facilities Coordinator also works with the rest of the Campus Operations 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, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.*

#### **Buildings and Grounds Maintenance (50%)**

- Follow and execute work orders. Including 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, and plumbing.



- Contributes to the long term goal of rehabbing and repairing historic windows and doors.

### **Technical and Programs Support (40%)**

- Support Facilities and Operations Manager with monitoring and responding to artist support work orders and equipment requests
- Support programs, events, and rentals including event set-up, mid-event support and breakdown as well as exhibition preparation, installation and deinstallation.
- Support with the preparation, construction and disassembly of temporary exhibition walls or other exhibition furniture
- Support IT infrastructure as needed with cabling and hardware installation.
- Support Operations infrastructure, organization and storage.
- Work with Campus Operations staff members to set-up furniture and A/V equipment as needed.
- Support in the organizing, cleaning and care for woodshop and other facilities tools.
- Facilitate artists' use of woodshop as needed.
- Convey resident artists to the airport or airport shuttle stops and run weekly trips to the grocery store and other businesses for supplies with the Headlands vehicles as needed.
- Report project progress on projects on a daily basis to Director of Campus Operations

### **General Facilities duties and Administrative (10%)**

- Supports the rest of the Campus Operations team or other Headlands staff on large group projects when assigned
- Attends departmental, one-on-one and staff meetings.
- Report progress on a regular basis.
- Participate in Diversity, Equity, Inclusion and Access trainings and work groups

### **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 with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- Experience utilizing power and hand tools; Advanced carpentry skills
- 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.
- Willingness to complete Lead Worker training, complete health screenings and mask fittings, and follow OSHA Lead Work standards to complete building repairs in safe and compliant methods.
- Proactive, responsive, and resourceful problem solver
- Able to multitask a wide variety of activities, prioritizing conflicting needs
- Excellent communication skills.
- Advanced A/V Equipment skills

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- Certifications including: CPR, Lift Operations, RRP or Lead worker training, OSHA occupational training or similar, Risk Management, and/or other Facilities Safety Certifications a plus
- Frequently is 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.

## **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.

## **TO APPLY**

Headlands Center for the Arts is committed to a diverse and pluralistic workplace.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to [jobs@headlands.org](mailto:jobs@headlands.org). The subject line of your email should be "Facilities Coordinator/your name."

**Review of applications will begin Monday, February 9, 2026 and continue until the position is filled.** Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted. Anticipated start date is March, 2026

## **EQUAL 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, the intersection of two or more protected characteristics, 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.