



The Freeman Stage

Seasonal Facilities Supervisor Job Description

JOB SUMMARY

The Facilities Supervisor is responsible for the planning and execution of all activities required to maintain the Freeman Stage facilities in a safe and proper condition. The Facilities Supervisor will report directly to the Facilities Manager.

RESPONSIBILITIES

- Must be knowledgeable about The Freeman Stage, it's programs, venue policies and safety plan and be able to communicate information in a courteous manner
- Support Standards for Excellence accreditation, processes and other nonprofit accreditations that further the expertise and effectiveness of the Joshua M. Freeman Foundation
- Provide direction to JMFF Seasonal Facilities staff and volunteers
- Lead overall maintenance of the facility including equipment, assets, landscaping and vendors
- Lead set up and breakdown of facilities to support Freeman Stage operations
- Oversee all janitorial and grounds maintenance functions
- Conduct routine facility inspections
- Lead receiving and storage of Cafe inventory
- Assist with artist load-in/load-out, as needed
- Must possess intimate knowledge of the JMFF Crisis Communication Plan and communicate emergency procedures to patrons, employees, volunteers and vendors
- Other duties as assigned

QUALIFICATIONS

- Employees (Applicants) Must be 21 or older
- Good work ethic and the ability to work without close supervision is paramount
- Must be responsible, courteous and have good communication skills
- Must be able to problem solve
- Must be able to train and manage seasonal employees
- Must be able to stand and walk for several hours at a time
- Must be able to lift up to 80 pounds
- Must be able to work a flexible schedule, including nights, holidays and weekends

REQUIREMENTS

- Must have a valid US driver's license and submit a current driving record
- Must possess or obtain Delaware Alcoholic Beverage Server certification
- Must possess or obtain CPR certification
- Must successfully complete all required employment forms
- All staff are expected to remain professional at all times
- All staff are expected to adhere to and respect the Mission, Core Purpose and Vision of the Joshua M. Freeman Foundation

COMPENSATION

Hours are event driven, including: nights, weekends and holidays. Wages to be determined upon hiring. All candidates for hire will be given a contingent offer letter that must be signed and returned. Offers of employment are contingent pending background check.

Please send a completed application to Nick Sterrs at nick@freemanfoundation.org

The Joshua M. Freeman Foundation is an Equal Opportunity Employer