



The Helene Wurlitzer Foundation of New Mexico

218 Los Pandos Rd • Taos, New Mexico • wurlitzerfoundation.org

Nicholas P. Knight, Executive Director

Facilities Manager

Part-Time Position

Position Overview

The Facilities Manager is responsible for maintaining the Helene Wurlitzer Foundation campus in a safe, functional, and aesthetically appropriate condition in support of an active international artist residency program. This role is highly independent and requires strong problem-solving skills, preventive maintenance planning, and respect for the quiet, creative environment of working artists.

The Facilities Manager answers to the Executive Director and works collaboratively with the groundskeeper and outside contractors as needed.

Physical Plant Responsibilities

- Monitor, repair, and maintain heating systems for all buildings (seasonal boiler operation, pilot lights, thermostat maintenance)
- Monitor, repair, and maintain plumbing systems (snake drains, fix minor leaks, replace faucets and fixtures)
- Monitor, repair, and maintain electrical systems in accordance with safety standards; identify issues requiring licensed contractors
- Monitor, repair, and maintain fixtures, furniture, and appliances
- Monitor, repair, and maintain interior finishes (woodwork, walls, floors, plaster, paint)
- Monitor, repair, and maintain exterior structures (woodwork, roofs, windows, stucco)
- Monitor and maintain smoke detectors, CO detectors, and fire extinguishers
- Conduct routine inspections of campus buildings and systems
- Respond to urgent maintenance issues in a timely manner
- Maintain tools, supplies, and maintenance inventory

Vehicles and Equipment Responsibilities

- Monitor, repair, and maintain campus vehicles and equipment
- Maintain a preventive maintenance schedule
- Keep service records and mileage logs
- Coordinate outside repairs when necessary

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Campus Operations and Coordination

- Clean and maintain courtyard water fountain seasonally
- Monitor Commons House inventory
- Work with groundskeeper to coordinate dump runs
- Work with groundskeeper and local fire department to conduct permitted burns
- Schedule and coordinate larger projects with outside contractors
- Clean and organize maintenance shed
- Maintain and repair campus bicycles
- Perform pest control as needed
- Additional duties as assigned by Executive Director

Skills and Qualifications

Working knowledge of several of the following:

- HVAC / mechanical systems
- Electrical repair
- Plumbing
- Carpentry
- Plaster and stucco
- Painting
- Roofing
- General facilities maintenance

Additional requirements:

- Ability to work independently and prioritize tasks
- Experience using power tools and maintenance equipment safely
- Physical ability to lift heavy objects, climb ladders, and work outdoors
- Valid driver's license

Work Environment and Expectations

The HWF campus is situated on 15 beautiful acres in the heart of Taos. As part of an active artist residency campus, the Facilities Manager is expected to maintain a professional, quiet, and respectful presence. This position must respect the creative space of artists in residence and perform work in a way that minimizes disruption.

Schedule and Compensation

- Part-time: 20 to 25 hours per week
- Flexible schedule
- On-call for maintenance emergencies
- Compensation: \$20/hour

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