



The Helene Wurlitzer Foundation of New Mexico

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

Nicholas P. Knight, Executive Director

Groundskeeper

Part-Time Position

Position Overview

The Groundskeeper is responsible for maintaining the Helene Wurlitzer Foundation campus grounds in a safe, clean, and aesthetically appropriate condition in support of an active international artist residency program. This role is highly independent and requires strong work ethic, attention to detail, seasonal planning, and respect for the quiet, creative environment of working artists.

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

Grounds Responsibilities

- Maintain campus landscaping and outdoor spaces in a safe and visually welcoming condition
- Remove leaves, branches, and debris from pathways, courtyards, rooftops, and common areas
- Perform seasonal snow removal from walkways, entrances, and high-use areas
- Operate lawn tractor and change equipment seasonally (mower / snow blade)
- Operate and maintain gas blowers, chainsaws, and weed trimmers
- Mow, trim, and maintain lawns and natural areas
- Prune trees and shrubs as needed for safety and campus appearance
- Monitor campus grounds for hazards and address issues promptly
- Conduct routine inspection of outdoor structures and surfaces
- Assist with irrigation oversight and minor repairs as needed

Vehicles and Equipment Responsibilities

- Operate HWF maintenance truck + trailer on campus and for occasional dump runs
- Maintain tools and grounds equipment in safe working condition
- Monitor equipment condition and report repair needs
- Assist in maintaining a preventive maintenance schedule for grounds equipment
- Keep equipment storage areas clean and organized
- Coordinate outside equipment repair when necessary

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Campus Operations and Coordination

- Work with Facilities Manager to coordinate dump runs
- Work with Facilities Manager and local fire department to conduct permitted burns
- Assist with seasonal campus preparation and cleanup
- Maintain clean and safe walkways and outdoor gathering areas
- Additional duties as assigned by Executive Director

Skills and Qualifications

Working knowledge of several of the following:

- Landscaping and grounds maintenance
- Safe operation of outdoor power equipment
- Snow removal practices
- Tree and shrub care
- Knowledge of local native horticulture
- General outdoor repair and upkeep
- Tool and equipment maintenance

Additional requirements:

- Ability to work independently and prioritize tasks
- Comfort working outdoors in varied weather conditions
- Experience using power tools and grounds equipment safely
- Physical ability to lift heavy objects, climb ladders, perform manual labor
- 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 Groundskeeper 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.

This role involves year-round outdoor work in varying weather conditions, including heat, cold, and snow.

Schedule and Compensation

- Part-time: 15 hours per week
- Flexible schedule
- On-call for maintenance emergencies
- Compensation: \$20/hour

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