



FACILITIES DIRECTOR

Mechanics Hall – Worcester, MA

Position Overview:

The Facilities Director is responsible for all facilities, building systems, maintenance operations, capital projects, and vendor relationships for Mechanics Hall. This role ensures that the venue operates reliably, safely, and cost-effectively, while preserving the historic character of the property. The Director will lead a small facilities/maintenance team and coordinate with technical, event, and administrative staff.

Responsibilities:

- Oversee daily maintenance and operations of all mechanical, electrical, plumbing, HVAC, and structural systems
 - Develop and manage a preventive maintenance schedule
 - Plan, coordinate, and supervise capital improvement and repair projects (e.g. restoration, upgrades, code compliance)
 - Ensure compliance with building codes, safety regulations, ADA accessibility, fire and life safety standards
 - Manage vendor contracts, service providers, and trades (electricians, plumbers, contractors, etc.)
 - Coordinate with event/production staff to support programming, load-ins, rehearsals, and teardown requirements
 - Maintain building and space readiness, including HVAC, lighting, etc.
 - Monitor and control facility operating budgets, capital budgets, and expenditures
 - Prepare long-term facility plans and assessments
 - Conduct regular inspections, document issues, and ensure timely resolution
 - Oversee facility security, access control, emergency response, and disaster preparedness
 - Actively participate with facilities team in maintenance, event set-up, and event cleanup functions, including lifting loads up to 100 lbs.
 - Manage the facilities/maintenance staff: hiring, training, scheduling, supervision
 - Liaise with historic preservation consultants, architects, engineers as needed
 - Maintain documentation: facility manuals, drawings, maintenance logs, warranties
 - Report to senior leadership and the Board of Trustees on facility status, risks, capital needs
 - Work closely with the Property Committee on a monthly basis
 - Other duties as assigned
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Qualifications:

Required:

- Minimum 7–10 years of progressive experience in facilities management, ideally including historic or performance venue experience
- Strong technical knowledge of building systems (HVAC, electrical, plumbing, structural)
- Experience managing capital projects: budgeting, planning, execution
- Ability to supervise, mentor, and evaluate maintenance staff or contractors
- Knowledge of relevant codes, safety standards, ADA, fire life safety

- Experience or skills in all trades (e.g. carpentry, painting, mechanical and building repair, etc.)
- Excellent organizational, planning, and communication skills
- Ability to manage multiple projects simultaneously and work under deadlines
- Attention to detail, problem solver, proactive, self-starter
- Commitment to preservation of historic structures

Preferred:

- Experience in theaters, concert halls, or cultural venues
 - Familiarity with historic restoration practices and preservation requirements
 - Experience with computerized maintenance management systems (CMMS)
 - Emergency preparedness and disaster recovery planning experience
 - Bachelor's degree in Engineering, Facilities Management, Architecture, Construction Management, or related field
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Compensation, Work Environment, & How to Apply:

- Full-time, salaried position with annual pay range of \$65,000 – \$85,000, commensurate with skills and experience.
 - Occasional night and weekend work required, based on the event schedule.
 - Opportunity to work in a prestigious venue with a diverse range of events.
 - A collaborative and innovative work environment.
 - Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org
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Organization Overview:

Founded in 1842, the Worcester County Mechanics Association's (WCMA) mission today is to enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic 1857 Renaissance Revival style architectural landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

Revenues: up to \$2.5 million

For more information, visit www.mechanicshall.org

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.