



Job Title: Director of Buildings and Grounds

Classification: Exempt

Reports to: Executive Director

Purpose: The Director of Buildings and Grounds is responsible for the maintenance of the five buildings and surrounding acreage of the Virginia Center for the Creative Arts (VCCA), an artists residency program. VCCA welcomes approximately 400 writers, visual artists, and composers to VCCA's Mt. San Angelo location as Fellows for residencies each year, 25 Fellows at a time. The Director of Buildings and Grounds directs two full-time staff members: one in maintenance and one in housekeeping, as well as hourly contractors and volunteers. S/he manages maintenance and construction projects involving contractors and sub-contractors, provides information and makes recommendations to the Board Buildings & Grounds Committee, and works with development staff to articulate and budget capital projects for grant proposals.

Responsibilities:

1. Develops maintenance plan for VCCA's five buildings and twelve acres of grounds, including the Studio Barn, Langhorne Fellows Residence, Cottage with two live/work spaces, converted Farmhouse with administrative offices, and maintenance barn.
2. Oversees facilities and housekeeping staff, and outside contractors.
3. Works on plumbing, electrical, groundskeeping, and maintenance projects.
4. Maintains buildings, systems, and furnishings and all VCCA vehicles, machinery, and equipment. Maintains maintenance and replacement schedules and warranties.
5. Oversees operating and capital project budgets, ensuring competitive pricing, and fulfillment of contracted work within budget.
6. With Executive Director, staffs the Buildings and Grounds Committee of the Board of Directors. Gathers information and presents recommendations and project estimates where capital improvement priorities are approved.
7. Sets a tone of welcome for VCCA Fellows as a participant in the life of the community.

Position Type/Expected Hours: The Director of Buildings and Grounds is an exempt employee who works a full-time schedule and would be on call for maintenance emergencies.

Supervisory Responsibilities: The Director of Buildings and Grounds supervises two fulltime employees, hourly contract groundskeeping help, volunteers, and oversees the work of outside contractors.

Qualifications and Experience:

1. 3-5 years supervisory experience
2. Track record of successful project management and procurement
3. Written and verbal communication skills
4. Basic carpentry, plumbing, electrical, and HVAC repair skills
5. Facility with Microsoft Office suite and Google Suite

Work Environment: Variable with outdoor work in varying weather, as well as work in an indoor office environment. The Director of Buildings and Grounds is considered an essential employee during weather emergencies affecting the residency program.

Deadline for Submission: Review of applications will begin immediately and continue until the position has been filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Salary: Commensurate with experience and capabilities. VCCA provides a competitive benefits package.

Other: Valid driver's license and vehicle is required; work-related mileage is reimbursed.

To Apply: Send letter of interest, including salary expectation, and resume to:
vccaemployment@vcca.com.

VCCA does not discriminate in its hiring practices and actively seeks a diverse applicant pool.

The Virginia Center for the Creative Arts (VCCA) provides residencies for national and international writers, visual artists and composers to pursue their creative work without distraction and in an egalitarian interdisciplinary community.

Each year, VCCA hosts over 400 artists at Mt. San Angelo in the Blue Ridge foothills of central Virginia and nearly 50 artists at the Moulin à Nef in the medieval village of Auvillar in southwestern France. The artists who come to VCCA are selected by peer review juries for residencies of up to eight weeks and are provided with a private studio, a private bedroom, and three meals a day. Founded in 1971, VCCA's "creative space" has advanced the work of over 6,000 Fellows.