



Facilities Manager at the South Shore Music Circus in Cohasset MA

As the Facility Manager, you will play a vital role in ensuring the entire property remains clean, safe, and in top condition for every event. This will be a lead by example position. You will be expected to complete daily maintenance tasks, landscaping, and repair work across all public and backstage areas. You'll be responsible for maintaining high facility standards before, during, and after concerts, coordinating with vendors, and responding quickly to any on-site issues. The ideal candidate is detail-oriented, proactive, and experienced in managing large outdoor facilities. Hands-on experience in electrical, plumbing, or construction work is a strong plus, helping you troubleshoot issues efficiently and keep the venue running smoothly for both guests and performers. You will oversee a small staff on event days to help with large scale cleaning as well as the operation of our parking lots.

Pre-season, post-season and non-show day responsibilities:

- Reports directly to the General Manager.
- Recruit and hire competent maintenance crews and overnight security/maintenance personnel.
- Ensure that theatre is clean and ready: wash tent sides, clean carpets & seats, etc.
- Supervise maintenance crew to coordinate tent installation and removal. All staff must be available to put up and take down the primary tent and smaller white tents.
- Ensure that the following items are completed and in working order prior to the first event of the season and then closed or shut down at the end of the season.
 - HVAC
 - Plumbing
 - Electrical
 - Alarm System
 - Ice Machines
 - House and Grounds
- Assist with and perform maintenance of entire facility including grounds, equipment and production areas including painting, cleaning, raking, parking lot and bathroom maintenance as well as any other facility tasks as needed.
- Opening and closing of facility as instructed.
- General repair and maintenance duties as assigned.
- Aiding the Cape Cod Melody Tent with cleanliness of hospitality and transportation of equipment as needed.
- Daily reporting to the General Manager to make sure tasks and priorities are aligned.

Show Responsibilities:

- Lead by example: Arrive at venue one-half hour before hospitality and load-in is scheduled to ensure cleanliness of hospitality and venue grounds.
- Oversee weekly scheduling of the maintenance department to ensure staffing reflects needs based on ticket sales. This consists of grounds crew staffing only.
- Maintain daily contact with the Production Manager, Box Office Manager, Concessions Manager, House Manager, Merchandise Seller, etc.
- Responsible for operations of both parking lots with the help of some production crew.
- Oversee and train maintenance crew including overnight security and maintenance during the concert season.

Required Skills and Qualifications:

- Formal public safety, event safety, or crowd management training and experience a plus
- Any construction, electrical, or plumbing experience is also a plus
- Must be able to lift and carry 50 lbs. for 25 yards; capable of standing, walking, twisting, bending and climbing stairs on a frequent basis
- Able to operate facility equipment – lawn mowers, tractor, saws, clippers etc. and work independently with minimal supervision
- Friendly and energetic team player with the ability to stay calm, pitch in and provide clear direction and leadership during busy times.
- Communicate and coordinate effectively with management, peers, and patrons.
- Strong work ethic with a can-do attitude; desire to work as part of a team; flexible with ability to multi-task, sometimes under pressure.
- Flexible night and weekend scheduling is expected.
- Ability to operate both a 125kw standby generator and an 8kw emergency generator if necessary.

Salary and Benefits Information:

- This position will pay in a range of 48k-55k annually with a 7-month expected availability.
- An annual merit bonus is available at the conclusion of each contract year.
- Competitive Health and Dental Benefits available.
- Access to a 403(b) retirement savings plan from your first day of employment; 6% employer match available after 12 months of service.

Job Type: Full-time**Benefits:**

- 401(k)
- Dental insurance
- Health insurance

Work Location: In person