



Site & Facilities Coordinator (full-time, exempt)

Location: Garrison, NY (on-site; indoor/outdoor)

Compensation: \$65,000–\$75,000 annual salary, plus benefits (see below)

About HVS

Hudson Valley Shakespeare (HVS) is a professional non-profit theater company based in Garrison, NY. For nearly four decades, HVS has welcomed audiences to vivid, contemporary productions of Shakespeare and new works in dialogue with the classics. Our approximately 98-acre campus serves as a vibrant hub for the local community, a cultural and educational anchor for the region, and a national model for environmental sustainability in the performing arts. After 39 years performing in a seasonal open-air tent, in the summer of 2026, HVS will welcome audiences to its first permanent home—the Samuel H. Scripps Theater Center, designed by Studio Gang and slated to be the nation’s first purpose-built LEED Platinum theater. HVS’s campus includes outdoor gathering spaces, rehearsal studios, administrative offices; as well as a seasonal restaurant (Folio), and a weddings and events venue (The Garrison), and 8 inn rooms (The Inn at the Garrison) which are operated by HVSF Hospitality LLC. In 2027, we will be opening 32 units of on-campus Artist Lodging, which is under construction now. We are working toward a goal of carbon neutrality by 2040, and this position will play a key role in that effort.

HVS is an equal opportunity employer dedicated to building a culturally diverse and equitable environment; we strongly encourage applications from candidates from underrepresented backgrounds.

Position Summary

The Site & Facilities Coordinator is a new position, created to be the “first responder” for HVS facility maintenance, the documentation-and-systems backbone for HVS’s physical campus, and the day-to-day owner of our playbook. You’ll build trustworthy documentation, keep a preventive-maintenance rhythm, and bring visibility to our sustainability efforts by tracking energy, water, and waste. You’ll make hands-on fixes, and coordinate vendors and compliance as needed. You’re empowered to make on-the-spot calls within agreed priorities and make surface improvements. HVS owns the property; **The Garrison** (events), **Folio** (restaurant), and The Inn at The Garrison (lodging) are operated by our wholly owned subsidiary, **HVSF Hospitality LLC**. The role covers facility needs for both (approx. 70% HVS / 30% Hospitality in year one). Executive leadership is unified, and you **report to a single supervisor (Producing Director at HVS)** while working closely with **The Garrison’s General Manager** as the primary hospitality point of contact.

Reports to: Producing Director (HVS).

Collaborates closely with: General Manager, The Garrison (HVSF Hospitality LLC) for hospitality/event spaces

First-Year Priorities (2026)

- **Landscape & snow/ice.** Oversee vendors for meadow establishment, tree care, and snow/ice (vendor plowing; moderate on-site shoveling).
- **Organize key information.** Build and maintain the asset registry, key log and management system,

PM schedules, work orders, vendor contacts and notes, compliance logs, and manuals/photos. Train staff, set user permissions, and publish a simple monthly leadership dashboard and compliance checklist. (HVS is open to implementing a CMMS system as recommended, and as budget allows.)

- **Compliance & safety leadership.** Maintain/update Emergency Action and Severe Weather Plans; run table-top drills. Lead workers' compensation safety audits and implement recommended improvements. Retain and coordinate licensed professionals, keep permits/inspections current. This role documents and manages the deliverables owed by HVS.
- **Integrate existing routines** at HVS and The Garrison into one coherent plan; align policies and vendor standards that make sense campus-wide. Make recommendations to optimize cross-entity leverage for scale pricing and aligned standards.
- **Stand up a preventive maintenance (PM) program** and master calendar across buildings, grounds, vehicles/carts, tools, and life-safety systems.
- **Commission & document the new theater's systems.** Learn, coordinate, and document fire suppression & alarm, HVAC, electrical, lighting controls, water treatment, access control/CCTV, and elevators/lifts. Commissioning decisions are made in collaboration with licensed vendors/engineers; this role coordinates, documents, and implements approved settings, and designs and maintains employee protocols and manuals to implement and track HVS's maintenance responsibilities.

Responsibilities

- Build and maintain SOPs, checklists, labeled diagrams/site maps, SDS binders, inspection logs, PM histories, incident reports, and vendor records. Keep documentation versioned, searchable, and staff friendly.
- Life safety & security: Coordinate fire pump/alarm vendors; maintain extinguishers and exit/emergency lighting; manage access control/keys and CCTV standards; serve as after-hours on-call for incidents.
- Building systems & utilities: Oversee HVAC, electrical, plumbing, elevators/lifts, generator (where applicable), and water treatment; contract and supervise a licensed water system operator; ensure reliable, safe operation across all facilities.
- Grounds & exterior assets: Care for lawns, native meadows, and trees; maintain roads/paths, signage, ornamental structures, parking areas; perform power-washing and painting touch-ups; lead storm response.
- Event & venue support: Provide facilities support to the Producing Director's venue management efforts. Manage vendors and coordinate available seasonal staff in Production and Hospitality; collaborate with the Producing Director to ensure oversight is covered across seasonal personnel. On peak or event days, organize a small team of volunteers/seasonal staff to execute facilities tasks.
- Training & readiness: Arrange annual First Aid/CPR/AED training (especially for seasonal staff);



maintain PPE standards and an OSHA training matrix; explicitly empowered to pause/stop unsafe activities campus-wide and escalate to leadership.

- Driver safety, fleet, & MVR due diligence: Establish an Employee Driver Safety Program: track authorized drivers; run MVR checks and license expirations; ensure insurability; deliver driver safety orientations; maintain incident reporting and corrective actions; coordinate with insurance/broker as needed. Oversee the fleet of company vehicles and golf carts; a company car will be appointed for on-site travel, local errands, and approved work travel per HVSF policy.
- Inspections & regulators: Own scheduling and hosting of all inspections and Authority Having Jurisdiction (AHJ) visits for both entities going forward.
- Budgeting & procurement: Draft the annual facilities OPEX with executive leadership; manage to the bottom line and participate collaboratively in budgeting for future needs (no specific approval thresholds included here).
- Sustainability leadership: Advance HVS's carbon-neutral by 2040 goal. Lead the creation of a carbon neutrality roadmap; partner with executive leadership and senior staff on energy-efficiency projects and practices; preference for candidates with passion for environmental sustainability and land conservation.

Qualifications

- Experience: 2–5 years in facilities/building operations, hospitality engineering, grounds, property management, or similar—nonprofit or campus experience is a plus, not a must.
- Safety mindset, familiar with PPE and LOTO basics; ready to complete OSHA-10/30 and CPR/AED (sponsored by HVS).
- Comfortable with basic tools and light fixes (paint/patch, simple plumbing/electrical, hardware), reading equipment labels/manuals, and speaking the language of vendors.
- Familiar with life-safety and core systems: fire suppression/alarm, HVAC, electrical, lighting controls, water treatment, access control/CCTV, elevators/lifts, and key control.
- Clear communicator who can translate technical issues into clearly understandable updates, dashboards, and checklists; collaborative with artistic, production, and hospitality teams.
- Experience building and maintaining trackers/dashboards, SOPs, PM calendars, and organized digital files.
- A growth mindset, proactive work ethic, pride in tidy and organized systems and workspaces, and a can-do attitude toward new or complex problem-solving.
- Landscape-literate (meadows, lawn, tree care) and ability to manage horticulture/meadow vendors; willingness to take long-term ownership after establishment years.
- Able to work outdoors in varied weather, climb ladders, and lift up to 50 lbs with appropriate PPE.
- Valid driver's license and an insurable driving record.

Employment Details

- Full-time, on-site role with occasional evenings/weekends tied to productions and events.



- After-hours coverage: You'll be contacted first in emergencies to coordinate an appropriate response, which will sometimes require an in-person evaluation. This role is overtime-exempt; if after-hours work materially extends your week, we generally provide comp time by mutual agreement.
- HVS provides a computer workstation ~~with~~ laptop, a phone stipend, PPE, and access to a company car for on-site/local work. A CMMS will be evaluated and implemented as a future project; budget and vendor selection will be determined with executive leadership.

Compensation & benefits

- **Salary:** \$65,000–\$75,000 annually, commensurate with experience.
- **Benefits:** Health insurance, paid time off, retirement plan eligibility, phone stipend, free parking, and complimentary tickets (details shared in interviews).
- **Professional development:** HVS provides essential tools and PPE; certifications are sponsored (OSHA-10/30, CPR/AED, LOTO, etc). Ongoing role-relevant trainings and professional development.

How to apply

Please send your resume and a brief cover letter in PDF format to jobs@hvshakespeare.org with the subject line “**Site & Facilities Manager – [Your Name]**”. No phone calls, please.