

**Workhouse Arts Foundation, Inc.**  
**Vacancy Announcement**  
**Facility Manager**

**Job Summary:**

The Workhouse Arts Foundation, Inc. (WAF) seeks an experienced facility manager who is detail oriented and highly organized individual to take on a key leadership position at the WAF. This position will oversee and manage the facilities and work related to the maintenance, upkeep, and day to day facility operations of the Workhouse Arts Center campus. The position provides strategic direction or the development of the campus site to support the current and future activities at the WAF. In this role, the Facility Manager will represent the WAF professionally on site and with community partners, including Fairfax County, the owner of the site. This position will also oversee employees working on facilities related operations and activities as well as serve as the subject matter expert for on site staff regarding facilities related issues and activities.

The position is full-time and requires 40 hours per week. Located in Lorton, VA, the WAF is a non-profit dedicated to providing outstanding visual and performing arts, arts education, history programs and the Lucy Burns Museum, all in a unique historic setting. Please see [www.workhousearts.org](http://www.workhousearts.org) to learn more about our exciting organization.

Please provide a cover letter and resume, if interested to [humanresources@workhousearts.org](mailto:humanresources@workhousearts.org). A detailed job description is available upon request.

**Responsibilities:**

- Workhouse Arts Center Campus/Site Oversight and Maintenance
- Property and Asset Management
- Facility Contracts and Project Management
- Security and Safety
- Space Management and Scheduling
- Information Technology, Video and Telecommunication Support
- Events and Related Equipment and Support

**Qualifications:**

- Values and demonstrates honesty and integrity, based on strong ethical principles.
- Supports the WAF's goals and values.
- Exhibits strong interpersonal and teamwork skills.
- Speaks and writes clearly and persuasively in positive or negative situations.
- Computer application competency with MS Outlook, Excel and Word, Adobe, and basic understanding of CAD applications.
- Operates and manages within approved budget.
- Displays original thinking and creativity.
- Adapts to changes in the work environment, manages competing demand, changes approach or method to best fit the situation, able to deal with multiple assignment with deadlines.
- Ability to lift 50 pounds.
- Ability to work independently.

**Experience and Education Requirements:**

- Large-scale facilities management.
- Project management and supervision of staff.
- Support of productions with audio visual and sound systems is a plus.
- Bachelor's degree required; years of experience may be considered in lieu of degree.
- Minimum of five (5) years of facilities experience.

Work hours are a function of work and support requirements. Generally, Monday – Friday with hours agreed, e.g., 8 AM-5 PM with an hour off for lunch. Occasional evening and weekend hours for WAF sponsored events.