



# LUZERNE Music Center

CAMP AND FESTIVAL  
ADIRONDACKS NEW YORK

## **Facilities Manager**

**Luzerne Music Center | Lake Luzerne, NY**

*Full-Time, Year-Round | Benefits package*

Luzerne Music Center (LMC), a renowned summer music camp nestled in the Adirondacks, is seeking a **Facilities Manager** to oversee the care and upkeep of its campus. This role is ideal for a hands-on leader who takes pride in maintaining beautiful and functional spaces, and who thrives in a collaborative, mission-driven environment.

### **About the Role**

The Facilities Manager is responsible for the planning, coordination, and execution of all facilities-related operations at camp, including maintenance, repairs, and site improvements. This role ensures the safety, cleanliness, and functionality of the camp's buildings, grounds, and equipment.

### **Position Description and Duties**

With the support of the Vice President of Operations (VPO), the Facilities Manager is responsible for planning and coordinating the maintenance, repair, and development of the camp's buildings, grounds, and equipment, consistent with the mission and established policies and procedures of the camp.

### **Maintenance & Site Operations**

- Oversee upkeep of all buildings, cabins, restrooms, rehearsal spaces, and grounds (including mowing, painting, repairs, etc).
- Monitor and manage waste removal, septic, and propane services.
- Conduct routine site inspections and respond promptly to safety hazards.
- Manage seasonal tasks such as pre-camp opening procedures and end-of-season winterization.
- Ensure proper use and care of maintenance tools and equipment.
- Empty garbage and recycling receptacle bins on camp on a routine basis.

### **Staff & Contractor Supervision**

- Hire, train, and supervise seasonal housekeeping staff.
- Assign daily work schedules and provide ongoing feedback.
- Train staff in the safe use of equipment as needed.
- Coordinate and oversee outside contractors and volunteers for repairs and special projects, as needed.

### **Budget & Compliance**

- Manage facilities budget in collaboration with the VPO.
- Track expenditures and maintain inventory of supplies and equipment.
- Ensure compliance with local, state, and federal safety regulations, including Department of Health and fire codes, in coordination with the VPO.



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## Capital Projects

- Support planning and execution of capital improvements.
- Liaise with contractors, staff, and board members as needed to ensure project success.

## Desired Qualifications

- Experience in facilities management, construction, landscaping, or related field.
- Ability to operate maintenance equipment such as chainsaws, mowers, and hand tools
- Strong leadership and organizational skills.
- Ability to troubleshoot and resolve issues quickly and independently.
- Familiarity with compliance codes and safety protocols.
- Willingness to be available for emergencies.
- This position requires someone who can physically perform all functions and duties of this position, including heavy lifting, climbing ladders, being able to physically handle being active for 8 hours a day performing physical labor, and lifting up to 50 pounds.

## Compensation

Salary: \$52,000 – \$60,000

## Benefits

Benefits include health, vision and dental insurance plans, and paid vacation, personal and sick time.

## Application Materials

To apply, we require you to submit the following materials to the Vice President of Operations, Emily Brown at [ebrown@luzernemusic.org](mailto:ebrown@luzernemusic.org):

- A current resume
- Contact information for three references

Applications will be reviewed only after all materials have been received. At that point, we will contact you to let you know if we would like to schedule an interview. If you have any questions in the meantime, please feel free to reach out to us. Applications will close May 1st, 2025.

## Equal Opportunity for All

Luzerne Music Center celebrates diversity in all forms and is committed to creating an inclusive and equitable environment in all aspects of employment. As an equal opportunity employer, LMC does not discriminate on the basis of race, creed, color, national origin, sexual orientation, gender identity or expression, sex, ability, military status, marital status, age or any other groups or persons protected by federal, state, or local law. To read our full commitment to Diversity, Equity, and Inclusion, please visit [luzernemusic.org/dei](http://luzernemusic.org/dei)