



Director of Facilities

Position Summary

Historic Deerfield is seeking an experienced and hands-on Director of Facilities to provide leadership and oversight for the organization's facilities operations, including maintenance, security, housekeeping, fleet management, and property care.

This position is responsible for the stewardship, safety, functionality, and preservation of Historic Deerfield's 56 historic structures and 110 acres. As a key member of the museum's management team, the Director ensures that facilities operations support the organization's mission, visitor experience, tenants, staff, and long-term preservation goals.

The ideal candidate is an experienced facilities leader who combines strong management skills with practical, hands-on knowledge of building systems, maintenance operations, safety practices, and historic property care.

Pay: \$70,000.00 - \$82,000.00 per year

Key Responsibilities

The Director of Facilities, Maintenance & Security will:

- Lead and manage all daily operations of the Facilities Department, including maintenance, housekeeping, security, fleet management, staffing, budgets, supplies, equipment, and long-term planning.
- Supervise, train, and support facilities team members, including scheduling, hiring, performance evaluations, timekeeping, and staff development.
- Oversee the maintenance, repair, and operation of all Historic Deerfield buildings and structures, including:
 - Preventative maintenance programs
 - Seasonal maintenance needs
 - Emergency repairs and response
 - Mechanical systems and infrastructure
 - Coordination with outside contractors
 - Long-term facility planning
- Work collaboratively with the Director of Historic Preservation to ensure all maintenance, repair, and restoration projects involving historic structures are completed according to preservation standards.
- Maintain the appearance, safety, and functionality of Historic Deerfield's grounds, including:
 - Landscaping and lawncare
 - Tree and shrub maintenance
 - Property cleanup
 - Fence, pathway, and signage repairs
 - Outdoor furnishings



- Snow and ice management operations
- Manage building security operations in partnership with the Security Supervisor, including:
 - Security staffing
 - Locks and access systems
 - Alarm systems
 - Electronic security equipment and monitoring
- Coordinate mechanical and structural maintenance needs of the Deerfield Inn in collaboration with the Innkeeper.
- Manage relationships with tenants and respond to tenant-related facility needs.
- Coordinate required inspections, permits, and compliance activities with local and state agencies, including:
 - Building inspectors
 - Electrical and plumbing inspectors
 - Elevator and pressure vessel inspectors
 - Massachusetts Department of Environmental Protection (MassDEP)
 - Department of Public Works and other regulatory agencies
- Prepare reports and provide updates to the President, Vice President for Finance & Administration, Board of Trustees, and Trustee Committee on Structures and Sites.
- Support emergency response needs, including after-hours facility issues, weather events, and snow removal operations.

Qualifications

Successful candidates should have:

- Significant experience managing facilities operations, maintenance teams, or related departments.
- Proven leadership experience supervising staff, developing teams, and managing daily operations.
- Strong working knowledge of:
 - Building maintenance
 - Mechanical systems
 - Grounds management
 - Workplace safety practices
 - Security operations
 - Housekeeping operations
- Experience managing budgets, controlling costs, planning projects, and prioritizing resources.
- Knowledge of public building requirements, rental housing standards, and facility compliance regulations.
- Ability and willingness to work alongside maintenance staff in a hands-on capacity when needed.
- Strong communication, organizational, and problem-solving skills.
- Appreciation for historic preservation and the care required for historic buildings and collections.



- Experience working with tenants, vendors, contractors, and regulatory agencies.

Preferred Licenses & Certifications

Candidates with one or more of the following Massachusetts licenses are strongly preferred:

- Electrical License
- Plumbing License
- Construction Supervisor License

Additional requirements:

- OSHA 10 Certification required
- OSHA 40 Certification preferred

Reporting Structure

The Director of Facilities reports directly to the Vice President for Finance & Administration and works closely with the President, Curators, Innkeeper, Director of Historic Preservation, and other department leaders. This position also serves as the staff liaison to the Trustee Committee on Structures and Sites.

Schedule & Availability

This is a leadership position that requires flexibility, including availability for emergency facility response, severe weather events, and occasional after-hours needs.

Join Our Team

This is a unique opportunity for an experienced facilities professional to lead the care and preservation of one of New England's most historically significant museum properties while supporting the mission and future of Historic Deerfield.