WATERMILL ASSISTANT

The Watermill Assistant, reporting to the Facilities Director, supports the daily activities and operations of The Watermill Center, with a focus on building and grounds maintenance. The role is a part-time position working weekends plus two weekdays (total of 4 days or 32 hours/week).

About The Watermill Center

The Watermill Center is a laboratory for the arts and humanities, providing a global community the time, space, and freedom to create and inspire.

Founded in 1992 by Robert Wilson, The Watermill Center is an interdisciplinary laboratory for the arts and humanities situated on ten acres of Shinnecock ancestral territory on Long Island’s East End. With an emphasis on creativity and collaboration, Watermill offers artist residencies and education programs that integrate contemporary artistic practice with resources from the humanities and research from the sciences.

Situated on 39 Watermill Towd Rd, a 20,000 square foot main facility houses a Study Library, Art Collection, spaces for rehearsals, performances, and exhibitions, a kitchen with dining areas, and office space. The Artist-in-Residence House, at 11 Watermill Towd Road, is a 10,000 square foot facility with eight private bedrooms, a kitchen, living areas, and an amphitheater. The Art Collection consists of 5,000+ works of art and artifacts, ranging from ancient to contemporary, including numerous museum-quality works from Indonesia, Africa, and Oceania, as well as works by contemporary artists such as Paul Thek, Donald Judd, Bruce Nauman, Robert Mapplethorpe, Agnes Martin, among others.

Responsibilities

Facilities (at 39 Watermill Towd Rd + 11 Watermill Towd Rd)
1. Open the main building.
2. Order and manage inventory of The Center + Residence supplies, including food pantry staples, cleaning products, and office supplies.
4. Perform household duties as outlined in The Watermill Center Household Duties Checklist.
5. Complete small maintenance tasks and projects, as needed.
6. Assist with art handling and basic installation needs.
7. Ensure WMC vehicles are clean and in working order.

Grounds
1. General groundskeeping including watering, weeding, mulching, etc.
2. Assist with winterizing (autumn) & de-winterizing (spring) outside objects and outbuildings
3. Help with maintenance of 11 Watermill Towd Road
4. Maintain safe walkways after a snowfall.
Artist-in-Residence + Program Support
1. Assist with setup and strike activities for events and on-site programs.
2. Help reset the Artist-in-Residence House before and after each residency.
3. Assist Artist Programs Manager to set and reset studio spaces.
4. Provide weekend support to Artists-in-Residence.
5. Hold a general understanding of the history of The Center and the collection.

Administration
1. Attend weekly Staff Meetings and other regular departmental meetings.

Desired Skills
1. Landscaping and gardening experience
2. Experience prioritizing tasks, managing deadlines, and adapting to changing priorities.
3. Collaborative with excellent communication skills

Employment Terms

Part-time, ongoing position located at The Watermill Center in Water Mill, NY. 32 hours/week, exact working hours to be coordinated with the Facilities Director. 12 days vacation, dates to be approved by supervisor; 10 major public holidays; 4 personal days; Option for health and dental insurance benefits; option for 401(k) plan. Salary commensurate with experience.

Please send a resume and a brief cover letter to careers@watermillcenter.org with the subject heading “Facilities Assistant!” Only those whose applications are being considered will be contacted. No emails or phone calls, please.

The Watermill Center, operated by the Byrd Hoffman Water Mill Foundation, is a proud equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender identity or expression, national origin, age, disability, familial or veteran status, sexual orientation, or any other legally protected status.