GROUNDS & FACILITIES ASSISTANT

The Grounds & Facilities 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 four days per week, ideally Wednesday through Saturday.

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 include, but are not limited to,

Grounds
1. Seasonal groundskeeping and outdoor maintenance, including watering, weed control, pruning, mulching, planting, deer prevention, etc.
2. Maintain annual groundskeeping plan...
3. Assist with winterizing (autumn) and de-winterizing (spring) the outdoor sculptures and three outbuildings.
4. Remove leaves from the amphitheater and courtyard at 11 Watermill Towd Rd., and other contained areas (i.e. Fishbowl, north and south entrances, etc.).
5. Remove deadfall and keep woodland areas maintained
6. Keep pathways clear of debris
7. Keep outdoor storage areas neat and organized
8. Keep wood shed and landscaping shed organized
9. Coordinate snow removal and maintain safe walkways and emergency vehicle pathways after a snowfall for both buildings
10. Act as the point person for our beekeeper and bee hives
11. Upkeep for the hardscaping border at 11 Watermill Towd Rd
12. Inspect grounds regularly; determine problems & plan for solutions
13. Operate landscaping equipment and power tools
Facilities (at 39 Watermill Towd Rd + 11 Watermill Towd Rd)
1. Maintain specific aesthetics of the buildings, exterior and interior
2. Perform shared household duties as outlined in The Watermill Center Household Duties Checklist
3. Complete small maintenance tasks and projects as needed
4. Provide emergency support for the buildings
5. Assist with art handling and basic installation needs
6. Painting and light carpentry skills

Program Support
1. Assist with setup and strike activities for events and on-site programs.
2. Help set and reset the Residence before and after each residency.
3. Participate in arrangements for artist check-outs at the end of a residency period, if needed
4. Assist Artist Programs Director to set and reset studio spaces.
5. Help prep, facilitate and clean up for events, including Viewpoints, InProcess, Community Day, etc.

Administration
1. Attend and report on activities in weekly Staff Meetings and other regular departmental meetings
2. Ensure task lists are updated on a regular basis

Desired Skills
1. Knowledge and experience with landscaping and gardening
2. Experience prioritizing tasks, managing deadlines, and adapting to changing priorities
3. Collaborative with excellent communication skills
5. Current driver's license

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; up to 11 major public holidays if they occur on a regularly scheduled work day; 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 “Grounds & 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.