Job Opportunity
Senior Director of Park Operations

Position Title: Senior Director of Park Operations
Department: Operations
Reports To: Executive Director
Position Classification: Full time Exempt
Work Site Location: Socrates Sculpture Park
Salary: $100,000 per year

Sr. Director of Park Operations

Socrates Sculpture Park, an internationally renowned contemporary arts organization and public park is seeking a Sr. Director of Park Operations. Socrates Sculpture Park, is a non-profit organization that has a license agreement with the NYC Dept. of Parks and Recreation to program, operate and maintain a city park. See http://socratessculpturepark.org/ for a more detailed description of our programming and operations.

Sr. Director of Park Operations will be an integral part of Socrates’ small but dynamic team, and will manage all operations in the Park, including indoor and outdoor facilities. The position will report directly to the Executive Director and with the Sr. Director of Advancement, will be a critical member of the leadership team. The Sr. Director of Park Operations will also coordinate activities with the Director of Education, Director of Exhibitions, and Studio Manager, as needed.

Primary Role Responsibilities:

Staff Management (50%)

• Direct the day-to-day operations of the horticulture, maintenance, security, and facility management components at Socrates. Plan, prioritize, and review all projects and staff assignments. Develop goals, objectives, and standards for carrying out all work.

• Supervise three to five direct reports and up to ten indirect reports, seasonally, including Grounds, Facilities and Security Managers. Contribute to department-wide resource allocation, staff development, and training. Direct and participate in budget creation, budget reporting and maintenance, staff reviews, hiring, and terminations.

Direct Park Administration (30%)

• Direct the Operations Department’s new projects, including the move-in and occupation of the Park’s first permanent administration and education building; oversee the development of sustainable management practices, evaluate the work and best practices of other local and national businesses and institutions.

• Participate in logistics and processes for efficient and safe weather-related site management including mitigating flooding during and after rain events, snow and ice removal; the use of plows,
snow blowers, and salt spreaders on an emergency and non-emergency basis during weekdays and weekends.

• Act in a general oversight capacity for all facility and field custodial operations. Conduct inspections, condition assessments, and monitor operations. Formulate short- and long-term maintenance plans and make recommendations to resolve any deficiencies.

• Create, implement and maintain the operations Health and Safety Program and Procurement and Inventory Program.

**Interdepartmental and Vendor Management (10%)**

• Negotiate and manage a variety of maintenance and service contracts and with contractors including, but not limited to, internet and technology, supplemental water and sanitation, landscaping service/supplies, scrap/waste removal and pest/rodent control. Create and maintain project schedules and budgets, communicating all milestones, requirements, and issues to the appropriate parties.

• Serve as a point-of-contact for various city agencies, including DPR, NYPD, FDNY, and DOHMH. Represent Socrates Sculpture Park at agency briefings.

• Work collaboratively with staff to coordinate the work of the organization’s curatorial, education and events programming. Work with Department Directors to manage permits and assist with any operational needs for events. Conceive and implement innovative ideas for placemaking strategies, public programs and visitor services. Provide input on the strengths, weaknesses, and opportunities of existing programming.

**Set Standards in Leadership (10%)**

• Research and communicate best practices in horticulture, urban ecosystem services and public space management. Maintain relationships with other Park Conservancies and Business Improvement Districts. Stay up-to-date on comparable park and real estate development projects. Maintain Socrates in compliance with best practices for New York City Parks.

**Role Competencies:**

• Results Driven
• Business Acumen
• Project Management
• Service Oriented
• Performance Management
• Conflict Resolution

**Qualifications:**

• Significant past experience in a role managing horticulture and facilities staff;
• Strong verbal and written communication skills;
• Demonstrated interest in the evolving field of public space management;
• Knowledge of supervisory best practices;
• Detail-oriented, hardworking, energetic and self-motivated;
• Comfortable working independently or with a team in a park-setting.

Work Environment:
This job operates in an administrative office environment and outdoors in the Park. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work:
This is a full-time exempt position, and general hours of work and days are Monday through Friday, 9 a.m. to 5 p.m. There may be times when you are required to work outside of usual work hours. Will need to be able to work in an after-hours/on-call capacity. NYC residency and valid NYS driver's license required.

To Apply
Interested and qualified candidates should submit a resume (as PDF attachment) and thoughtful cover letter in the body of an email with “Sr. Director of Park Operations” in the subject line to: jobs@socratessculpturepark.org.

No phone calls please. Position will remain open until filled.

Socrates Sculpture Park is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

The Park is committed to culturally diverse communities and encourages applications from candidates from communities not already strongly represented in arts organizations.