



Job Listing: Facilities Manager and Events Assistant

The JCC Thurnauer School of Music, northern New Jersey's premiere community music school since 1984, seeks to hire a well-organized, friendly, and enthusiastic Facilities Manager. The Facilities Manager works closely with the school's Associate Director, other Thurnauer and JCC staff, and members of the school's faculty to ensure that all teachers, students, staff, and performers have the best possible spaces, equipment, and supplies for learning, performing, and meeting.

Under the supervision of the Associate Director of the JCC Thurnauer School of Music, the Facilities Manager will have the following responsibilities:

- Ensure that rooms and needed setups are reserved for all weekly classroom and private instruction for the school's 400+ students and 60+ teachers, staff and committee meetings, and the more than 60 annual student and professional performances
- Oversee the maintenance, repair and inventory of musical equipment, including pianos, drums, keyboards, music stands
- Manage maintenance and repair of office equipment and supplies including white boards, office supplies, sheet music, tables, chairs and photocopier
- Assist in the production of student and professional performances including stage setup and management and livestreaming
- Manage faculty requests for changes to room needs including one-time or ongoing schedule changes and/or additions.
- Liaise with the JCC's maintenance department to ensure timely setup of all needed rooms and repair of equipment
- Assign teaching rooms for weekly lessons, in collaboration with the Associate Director
- Work collaboratively with JCC colleagues to coordinate shared usage of rooms throughout the building
- Coordinate storage of musical instruments, chorus uniforms, and audio-visual equipment
- Provide customer service as needed to families and faculty in the school
- Participate in major school events such as the Gift of Music Gala Benefit Concert and the Sandra O. Gold Founder's Day Concert
- Assist the Associate Director with other appropriate tasks as needed

Qualifications and Experience:

- Very well-organized, professional, friendly
- Self-directed
- Ability to multi-task
- Strong communication, listening and interpersonal skills
- Fluency in Microsoft Excel, Word and Google Docs
- Previous knowledge and understanding of the JCC and/or Thurnauer is a plus
- Knowledge of Spanish a plus
- Knowledge in care of percussion instruments a plus

This is a part-time, 25-hour a week position. The Facilities and Equipment Manager will work flexible, varied hours, Sunday–Thursday, and be available during school hours on most active days.

Salary is commensurate with experience and educational background. Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and child abuse record information check.

About the JCC Thurnauer School of Music

In an environment of personal success, friendship and fun, the Thurnauer School of Music promotes the understanding, performance and enjoyment of music at the highest levels, enriching lives throughout northern New Jersey and beyond.

The Thurnauer School of Music, established in Tenafly, New Jersey, in 1984, has grown to become one of the most prestigious music schools in Bergen County. The school offers an exciting and diverse music curriculum for students of all ages, beginner to conservatory prep including private lessons, classes and orchestra, choral, jazz, and chamber ensembles. Thurnauer has active partnerships with public and private schools that make studying music a reality for students who otherwise would not have such opportunity. Thurnauer also presents over 70 recitals and concerts annually at the JCC and in the community, including student performances, faculty recitals, chamber music concerts, and guest performances and master classes by world-renowned artists. The school is open to everyone in the community and to anyone who has a desire to learn and enjoy music. The JCC Thurnauer School of Music is deeply grateful to the generous foundations, corporations, endowments and individual donors who make its programs possible every year.

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.

To apply, send your resume and cover letter to Michael Reingold at mreingold@jccotp.org.