

AL HELD FOUNDATION, INC.

www.alheldfoundation.org

Caretaker of Historic Artist Studio and Property (live-in)

The Al Held Foundation, Boiceville, NY, seeks a live-in Caretaker to be responsible for the upkeep of a historic compound of five buildings on four acres.

JOB DESCRIPTION

The Caretaker is a key member of a six-person team. As the one employee living on-site, the Caretaker has a unique responsibility to be the eyes and ears to ensure the security and upkeep of the buildings and grounds and remain in timely communication with other staff members. The Caretaker is expected to conduct their regular responsibilities in about 25 hours a week during business hours, Monday to Friday, 9 am to 5:30 pm. In addition, the Caretaker must be able to work outside of these hours as the situation demands, responding to snow, fallen trees, power outages, burst pipes, alarms, other occasional events and emergencies of year-round country life. Accordingly, the Caretaker is expected to spend overnights at the foundation, except when on vacation.

The ideal candidate will be experienced in juggling a wide range of interior and exterior property maintenance tasks. Applicants must be resourceful, attentive to detail, proactive, and efficient. The foundation staff members are friendly and collaborative, and the Caretaker should be able to work independently with little supervision. Excellent communication and problem-solving skills are essential, and art handling experience a plus. The Caretaker will play an essential role in preparing and maintaining the property for contemporary art exhibitions, student classes, group tours, and other programs.

RESPONSIBILITIES

Facilities (90%)

The foundation is located on a picturesque four-acre property with five buildings in the Catskill Mountains. The primary and essential role of the Caretaker is to oversee the maintenance, upkeep, and functioning of the interiors, exteriors, and grounds.

Responsibilities include:

- maintain lawns, walkways, stairways, and gardens so they are neat and free of debris, using rakes, brooms, blowers, weedwhackers, and other equipment
- gather and remove trash and recycling for disposal
- liaise with and supervise (including quality control) repairs, cleaning, and maintenance by tradespeople and others hired to work on site
- order supplies and services
- identify and troubleshoot issues as they occur

- coordinate with the Administrator to schedule work of outside tradespeople and vendors (gardeners, plowers, lawnmowers, tree removal, utilities, trash removal, etc)

Programs (5%)

The foundation offers a range of public and educational programs, focusing on on-site group visits, tours, workshops, and exhibitions, mostly April through October. The Caretaker provides key support in the following areas:

- enable artists to work on site during regular business hours
- set up signage, tables, chairs, other equipment for events and tours
- occasional driving of visitors to and from bus or train station
- coordinate with the Program Manager on working with outside artists and groups to plan, set up, and help out with occasional public and educational programs

Collections (5%)

The Caretaker ideally will possess some art handling experience and will assist in the movement of artworks in the foundation collection:

- coordinate with the Collections Manager on preparing and receiving art shipments, moving artworks to and from the warehouse, and installing work in the studio

QUALIFICATIONS

- minimum of ten years of experience in property maintenance and management
- excellent organizational, communication, and client relations skills
- handyman skills
- ability to collaborate on all tasks required for maintaining the highest standard of operations
- ability to problem solve and troubleshoot in real time
- flexibility and positive attitude
- ability to set and meet deadlines
- proactive and willing to ask questions
- art handling experience a plus
- valid New York State driver's license

POSITION DETAILS

The foundation offers a salary commensurate with experience and a comprehensive benefits package.

- \$45,000 annual salary
- two-bedroom apartment, couples/families welcome
- medical insurance
- dental insurance

- 401k retirement plan
- paid time off

HOUSING DETAILS

The position includes a rent-free two-bedroom, one-bathroom apartment, roughly 800 square feet, on the second floor of one of the historic buildings on site. Full bathroom and kitchen. Woodburning stove. Washer/dryer elsewhere on premises. Option to use additional space in the building as personal artist studio(s). No dogs allowed, but other pets are welcome.

START DATE

The Foundation will interview candidates on a rolling basis with the goal of a start date around May 2024.

TO APPLY

Please send letter of interest and resume via email, with subject line “Caretaker job,” to daniel.belasco@alheldfoundation.org.

ABOUT THE FOUNDATION

Renowned artist Al Held established the Al Held Foundation in 1990 to steward his legacy and provide educational programs for artists, students, and the general public. As a mid-sized artist-endowed foundation, the Al Held Foundation employs a staff of six. The foundation property, a former dairy farm with bucolic mountain views purchased by Held in 1965, is listed on the National Register of Historic Places. Two of the former studios are used as exhibition and performance spaces, and contemporary artists install site-specific work on the grounds during the season April through October. For more information, please visit www.alheldfoundation.org.

The Al Held Foundation is an equal opportunity employer and prohibits unlawful discrimination against any employee or applicant for employment based on race, color, national origin, sex, sexual orientation and/or gender identity, religion, age, disability, veteran status, criminal record, marital status, or any other basis as described by law.

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