



NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.

www.jazzandheritage.org

NOW HIRING

Facilities Manager

New Orleans Jazz & Heritage Foundation | New Orleans, Louisiana

Department:	Facilities / Operations
Reports To:	Executive Director
Supervises:	Head Custodian; Facilities Porter
Employment Type:	Part-Time, Regular (W-2 Employee)
FLSA Status:	Non-Exempt (Hourly)
Compensation:	\$30.00 – \$40.00 per Hour
Schedule:	Part-Time; evenings and weekends required for events/emergencies
Location:	Multiple Foundation Properties, New Orleans, LA (On-Site)
How to Apply:	Submit resume and cover letter to hr@jazzandheritage.org

■ ABOUT THE FOUNDATION

The New Orleans Jazz & Heritage Foundation is a nonprofit organization dedicated to celebrating, preserving, and perpetuating the music, culture, and heritage of New Orleans and Louisiana. Our work spans the New Orleans Jazz & Heritage Festival, WWOZ 90.7 FM, and the Don "Moose" Jamison Heritage School of Music, as well as year-round programs that invest in local artists, cultural traditions, and the communities that sustain them.

Our facilities are not just offices and venues — they are the physical home of this cultural legacy. We are looking for someone who understands that keeping these spaces safe, functional, and ready is part of how we honor our mission.

■ THE OPPORTUNITY

The New Orleans Jazz & Heritage Foundation is seeking an experienced, self-directed Facilities Manager to oversee the maintenance, repair, operation, and functionality of Foundation-owned properties across our New Orleans footprint. This is a part-time, hourly, W-2 employee position — on-site and hands-on.

You will serve as the Foundation's primary point of contact for facilities operations, working across five properties to keep everything running safely and efficiently. This role also includes direct supervisory responsibility for the Head Custodian and Facilities Porter. If you are someone who manages competing priorities with calm, builds strong relationships with vendors and contractors, and takes pride in keeping important spaces running well, we want to hear from you.

■ PROPERTIES UNDER YOUR MANAGEMENT

- 1205 N. Rampart Street – Foundation Offices
- 1225 N. Rampart Street – The George & Joyce Wein Jazz & Heritage Center
- 901 Toulouse Street – Foundation Archive

- 1127 Governor Nicholls Street – The Reddick House
- 840 N. Rampart Street – The J&M Building

■ WHAT YOU'LL DO

Facilities Operations

- Monitor and manage the ongoing maintenance, repair, and operational readiness of all Foundation properties
- Coordinate repairs and service requests in a timely, cost-effective manner
- Support facility setup and breakdown for Foundation programming and events
- Maintain safe, functional, and secure properties at all times

Vendor & Contractor Coordination

- Serve as the Foundation's primary on-site point of contact for vendors, contractors, and service providers
- Schedule and oversee maintenance, repairs, and contracted services; confirm work is completed to standard
- Manage building access, security systems, and equipment protection
- Coordinate cleanup, hauling, and site maintenance services
- Maintain facilities-related inventory and operational equipment

Systems & Preventive Maintenance

- Oversee HVAC, electrical, security, access, and custodial systems across all properties
- Develop and maintain preventive maintenance schedules
- Coordinate recurring services including fire and safety inspections, pest control, quarterly HVAC service, landscaping, interior and exterior cleaning, and trash removal
- Support facilities improvement projects and capital planning as needed

Staff Supervision

- Directly supervise the Head Custodian and Facilities Porter, assigning daily tasks and priorities consistent with facility needs
- Establish clear performance expectations and provide ongoing direction, feedback, and quality control
- Coordinate staff schedules to ensure adequate coverage across all properties, including events and emergencies
- Communicate facilities priorities, safety protocols, and operational standards to supervised staff
- Report staffing concerns or resourcing needs to the Executive Director

■ WHAT WE'RE LOOKING FOR

Required

- Minimum 5 years of facilities management experience
- Experience coordinating vendors, contractors, and maintenance services across multiple properties
- Demonstrated experience directing or coordinating the work of facilities-support staff
- Strong organizational, communication, and problem-solving skills
- Ability to independently manage multiple priorities without day-to-day direction
- Proficiency with Microsoft Office (Word, Excel)
- Valid driver's license
- Ability to lift up to 50 lbs, climb ladders, and work outdoors in varying weather
- Availability for evenings and weekends during Foundation events and facilities emergencies

Preferred

- Working knowledge of HVAC, electrical, plumbing, carpentry, landscaping, or general maintenance trades
- Experience supporting public-facing or event-related facilities
- Prior experience with nonprofit organizations

- Appreciation for the music, culture, and communities of Louisiana
- Support for the mission of the New Orleans Jazz & Heritage Foundation

■ COMPENSATION & EMPLOYMENT

This is a part-time, hourly, Non-Exempt (W-2) employee position. The hourly pay range for this position is \$30.00 – \$40.00, commensurate with experience and qualifications. All hours worked — including event support and emergency response — are tracked and compensated in accordance with Foundation timekeeping policy and applicable wage and hour law. Overtime is paid at one and one-half times the regular hourly rate for all hours worked in excess of 40 in a workweek. Specific weekly hours and schedule to be established with the Executive Director.

■ HOW TO APPLY

To be considered, please submit the following to hr@jazzandheritage.org with the subject line "Facilities Manager — [Your Name]":

- A current resume
- A brief cover letter describing your relevant facilities management experience and your interest in this role

Applications will be reviewed on a rolling basis. The position will remain open until filled. Candidates with demonstrated experience managing multiple properties or facilities in a cultural, community, or event-driven environment are strongly encouraged to apply.

The New Orleans Jazz & Heritage Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation, gender identity, or any other protected characteristic.

New Orleans Jazz & Heritage Foundation, Inc. | 1205 N. Rampart St., New Orleans, LA 70116 | www.jazzandheritage.org