

Calder Foundation
207 West 25th Street
New York, NY 10001
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calder.org

Description:

The Calder Foundation, a nonprofit 501(c)3 organization founded in 1987 by the Calder family, is dedicated to preserving the legacy of the 20th century American artist Alexander Calder (1898–1976). In addition to its historic art-focused mission, the Foundation has created a 145-acre campus in Roxbury, Connecticut surrounding Alexander Calder's home and studio and is committed to conserving natural resources in honor of Calder's profound respect for and curiosity about the natural world.

The Campus Manager will be instrumental in carrying out the Foundation's mission, as this position will oversee all agricultural and environmental activities on our Roxbury campus while managing the preservation and protection of Calder's home, studio, and outdoor artworks. The Campus Manager will be responsible for the care and upkeep of 145-acres of varied land that includes outdoor sculptures and structures ranging from historic buildings and barns to modern offices. The position's top priority will be protection of the works of art that are held or installed on the Roxbury Campus.

Responsibilities include but are not limited to:

- Managing a team of 8-12 people comprised of all other campus personnel, including future farm personnel as part of farm reinvigoration program;
- Providing operational support for all Campus activity and monitoring all comings and goings of any person on Campus;
- Performing administrative duties such as managing annual and daily schedules, maintaining inventories, including equipment; ordering supplies; and maintaining all record keeping including receipts;
- Weekly inspections of all structures and systems;
- Scheduling, overseeing, and performing any required maintenance upkeep on the campus buildings and grounds, including utilities, and working with relevant independent contractors or other entities;
- Communicating daily with the Foundation's New York office regarding any campus activity, including sending photographs;
- Receiving and releasing shipments from a storage facility;
- Assisting with any Calder Foundation events on the Roxbury Campus and tour preparation;
- Maintaining a secure and safe campus environment for staff, visitors, and objects of artistic and historic significance; and
- 24/7 Emergency availability for any issues on the Roxbury Campus.

Requirements include but are not limited to:

- This is a labor-intensive position, so the Campus Manager must be able to lift 50 pounds repeatedly and stand for long periods of time;
- Must be able to work long hours in extreme weather (heat, cold, sun, wind, etc.) with times of physical exertion, as the job demands;
- Experience managing others and be willing and able to work as part of a team both directly in Roxbury and remotely as part of the larger Calder Foundation team in New York City;
- Technological fluency to be able to handle correspondence and keep digital records, communicate on Teams and utilize and maintain a group Sharepoint and calendar (Familiarity with Microsoft 365 a plus);
- Have a valid US driver's license and ability to drive a car and ideally farm vehicles;
- Excellent communication, organizational, problem solving, and time management skills;
- Spanish language skills appreciated.

This position reports to the Calder Foundation General Counsel. Employment is offered on an at-will basis. There is a one (1) year trial period for this position, with possible renewal to be

The logo for the Calder Foundation, featuring the word "Calder" in a stylized, cursive script font.

confirmed at nine (9) months. Employee housing is provided, and any termination of employment will result in a minimum of one (1) month's notice to vacate the housing premises.

How to apply

To apply, please email a cover letter and resume to resume@calder.org.

The Calder Foundation is an equal opportunity employer. We welcome applicants from all backgrounds, including those from marginalized communities, and are committed to creating a diverse and inclusive environment for all employees.

No phone inquiries or agencies, please.