



## Facilities Manager Job Description

The Springfield Museum of Art is a small, AAM Accredited American museum and an Affiliate of the Smithsonian Institution. The Museum recently renewed its focus on art education to better engage the community in relevant ways. This was instrumental in a “turn around” for the Museum and resulted in significant increases in attendance, membership, grants, and contributed revenues. As a result of this success, the Museum is undertaking a fundraising campaign to make much-needed upgrades and repairs to the existing facility. The Museum staff is small in number however formidable in their work together to implement a shared vision for the Museum’s role to engage the whole community through partnerships and programs.

We are seeking a Facilities Manager with a commitment to quality, pride in workmanship, and a tenacity for ensuring all building systems operate in sync. This position requires adhering to museum standards for climate control and security and balancing that with an understanding of community service in operating the building and staffing the Front Desk.

### Job Responsibilities

- » Responsible for all building operations and systems (i.e. HVAC; Security; housekeeping; grounds-keeping; waste management; information technology; maintenance and repairs; etc.); on-call for emergencies and security alarms.
- » Supervise part-time staff, volunteers, and contractors providing building related services (i.e. contract with NTPRD to mow grass; high school day-of-service volunteers to do spring cleaning; HVAC technicians; etc.)
- » Provide assistance on exhibition installation and de-installation.
- » Maintain Museum equipment, tools, fixtures, furniture, cleaning supplies, etc. in good, safe working-order; schedule and supervise inspections (i.e. hydraulic lift; pest management; etc.) and create and implement a regular schedule of in-house inspections (i.e. ladders; cleaning tools and supplies; chemicals; etc.).
- » Manage the proper disposal of all expired or used products, supplies; solvents, paints, etc. This includes routine recycling of paper, plastic, metal, glass, and yard debris.
- » Staff the Front Desk as needed and in the course of regular job duties for ensuring safety and security.
- » Work with the Accountant and Executive Director to ensure cost-control on all supplies, materials, and contract services are within budgeted or Board-approved amounts.
- » Be a liaison between the construction contractors and Museum staff during the two-year project to upgrade mechanical systems, replace the roof, and make other needed facility repairs.

### Requirements

Education/Experience: 3-5 years of progressively responsible facilities experience, prior experience with construction projects a plus; certification and/or a license in a building trade; high school diploma or equivalent.

Must reside within 15 miles of the Museum or be willing to relocate.

Compensation based on experience.

Please send a letter of application, resume, and references by April 28, 2017, to [jhenry@springfieldart.net](mailto:jhenry@springfieldart.net), or Springfield Museum of Art, ATTN: Facility Manager Application, P.O. Box 34, Springfield OH 45501.