

## **Facilities Project Manager**

The Facilities Project Manager acts as the project manager for all technical services at MMoCA. This entails maintaining the necessary facility systems controls and contracts as well as general building upkeep. The nature of this position requires a working relationship with all Museum departments to maintain high standards for exhibitions, events, and ongoing building operations.

### **Essential Duties and Responsibilities**

- Responsible for the safe, efficient, and effective operations and maintenance of the galleries for the preservation and safe keeping of the art collection and exhibitions
- Coordinate shared facility services with Overture Center for the Arts
- Manage vendor relations and contracts for the maintenance and upkeep of the building, including electrical, equipment, plumbing, building envelop, lighting, painting, and janitorial
- Follow maintenance standards, policies, and procedures established by Director
- Develop and implement short/medium/long-term repair and replacement plans to ensure a safe and welcoming environment for visitors, staff, and volunteers
- Administer departmental budget
- Conduct minor upkeep and repairs for the building
- Prioritize, schedule, and monitor repair and preventative maintenance work
- Establish and maintain good working relationships with vendors and contractors
- Ensure that facility temperature and humidity controls are performing at a level that safeguards the Museum's collection
- Respond to alarms and emergencies after hours, weekends, and holidays
- Inspect facility and confer with Director on condition of property and equipment
- Work with-Director to determine work must be completed by outside contractors, prepare specifications, take bids, and oversee contracted work
- Ensure that facilities work is completed in a timely, proactive, and in cost effective manner
- Participate as a key member of the Emergency Procedures and Disaster Preparedness plans
- Coordinate/consult with staff and other internal stakeholders on timing and impact of all projects
- Along with other members of the management team, lead MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July

### **Qualifications**

- 5+ years' proven experience in facilities management or related area, with special consideration given to managing environmental controls in sensitive environments.
- Experience and knowledge of mechanical, HVAC, electrical, and fire protection systems in a facility of similar scale
- Broad knowledge of building equipment including Building Automation systems, Metasys digital controls, back-up generators, humidity controls, and plumbing
- Ability to work well and effectively under pressure, with a variety of personalities, and with all Museum departments and personnel
- Understanding of the role of environmental controls in a Museum
- Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

### **Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment

- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds  
Travel occasionally for events, meetings, etc.

Starting salary of \$45,000; consideration may be given for relative, direct experience.

**How to Apply**

Submit resume and cover letter to [hr@mmoca.org](mailto:hr@mmoca.org). Application review will begin upon receipt.