

ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org
PO Box 1717 | Asheville, NC 28802-1717

Job Posting: Facilities Associate

Updated 9/29/2021

Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description

The **Facilities Associate** is a project focused position in a highly collaborative professional environment. This position is responsible for the oversight of all building systems including heating, ventilation, cooling, electrical, plumbing, and life-safety systems. These varied functions are vital in supporting the Museum's mission, protecting irreplaceable artwork, and creating an excellent visitor and staff experience. The Facilities Associate will report directly to the Head of Exhibitions & Facilities.

Primary Responsibilities/Essential Functions (including but not limited to):

- Daily monitoring of all building systems (i.e. HVAC, electrical, plumbing, sprinkler, lighting, and life safety including routine and recurring maintenance, monitoring, and upgrades as needed.
- Working with Head of Exhibitions & Facilities to create maintenance calendars, policies, and procedures.
- With Head of Exhibitions & Facilities, create project timelines, plans, and follow through.
- Communicate with Museum staff to address building needs; oversee necessary repairs and maintenance required for solution to building issues.
- Oversee all building system subcontractors including scheduling, facilitating, monitoring, and follow-up of all projects.
- Communicate with subcontractors to establish scope of work needed, budget, and access needs for all building projects.
- Maintain physical plant (i.e. facilities, real property) in order to promote the aesthetic quality of the Museum. Perform light construction, renovation, and grounds-keeping, as needed.
- Comply with city, state, and national safety regulations, and maintain safe facilities for staff, volunteers, and visitors at all times.
- Maintain building system policy and procedures including warranty, maintenance, and system needs.
- Work with Custodial team to complete flooring, landscaping, and other building custodial tasks.
- Coordinate with neighbors on issues and projects related to the physical plant, as needed.
- Assist with painting, wall repair, floor maintenance, and other necessary maintenance during exhibition installations and de-installations.
- With Museum colleagues and contractors, coordinate and assist with safe exhibition, program, visitor services, and event implementation.

- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.

Compensation & Requirements

This year round, full-time position with full benefits requires a flexible schedule to accommodate building needs and emergencies include weekends, some evenings and holidays, and after-hours work. Annual compensation includes a salary range between \$39,000 and \$42,000 depending on experience, paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, lift up to 50 pounds, handle tools or controls, and be able to communicate efficiently.

Education/Experience

The ideal candidate will have a minimum of 3+ years' experience in project management, building operations, and/ or related field. Candidates must have excellent organization and communication skills; ability to maintain the highest confidential and professional standards; computer efficiency; ability to work independently and collaboratively; ability to multitask, prioritize, and problem solve. Project management software experience and budgeting experience a plus.

To apply, send resume, cover letter, and three references to mailbox@ashevilleart.org with "Facilities Associate" in the subject line.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.