

ASHEVILLE ART MUSEUM

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

Job Posting: Operations & Facilities Manager

Updated 3/8/2019

Organization: The Asheville Art Museum, established in 1948, engages, enlightens, and inspires individuals through exhibitions and programs developed for all ages that interpret its collection of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves visitors from residents of Western North Carolina, the Southeast, and around the world. The Museum will soon complete a multiyear expansion and renovation, opening in summer 2019. Staff will have the unique opportunity to be part of the professional team that will shape the future of this essential community resource.

Position Description: The **Operations & Facilities Manager** is a leadership position in a highly collaborative professional environment. The position is responsible for the highest level of operations, routine/recurring maintenance, and monitoring/maintenance/upgrade of the Museum's newly installed, state-of-the-art building systems including heating, ventilation, cooling, electrical, plumbing, security, and life-safety systems, as well as information technology. These varied functions are vital in supporting the Museum's mission, protecting irreplaceable artwork, and creating an excellent visitor and staff experience. The **Operations & Facilities Manager** will supervise, schedule, and participate in custodial work, gallery security, and grounds work. Responsibilities will also include, but not be limited to, vendor management, general construction, and departmental budgeting/forecasting.

The Museum is preparing to reopen in summer 2019 after a major renovation and expansion. This position will take the lead in shaping the Museum's new building operations protocols.

Primary Responsibilities/Essential Functions:

- Manage all aspects of building operations and engineering, including all building systems (i.e. HVAC, electrical, plumbing, security, sprinkler, lighting, life safety, and IT). Management includes routine and recurring maintenance, monitoring, and upgrades as needed.
- With Finance Manager, develop and manage departmental annual budget, and forecast/track building-related expenditures.
- Hire and supervise outside vendors or contractors as necessary.
- Promote responsible use of financial/human resources and sustainability in all aspects of operations.
- 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.
- Hire, schedule, and supervise custodial staff. Budget for and provide supplies, as needed.
- Coordinate with neighbors on issues and projects related to the physical plant, as needed.
- With Museum colleagues and contractors, coordinate and assist with safe exhibition, program, visitor services, and event implementation.
- Schedule part-time Gallery/Security Attendants and event staff. Coordinate with Learning & Engagement and Visitor Services staff for their training and evaluation.
- Coordinate with outside event management and food-service contractors.
- Manage and supervise outside security, building, and system vendors/contractors.
- Maintain disaster preparedness, health, and safety plans, and train staff/volunteers/contractors in same.

- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Communicate operations and engineering accomplishments/challenges to the Executive Director and senior leadership.

Special Requirements:

- This year round, full-time position with full benefits will require a flexible schedule, accommodating emergencies and after-hours work including weekend, evening, and possibly holiday hours. Ideally, candidates should be able to respond to emergencies in 30 minutes or less.
- This position is physically demanding and will require climbing, walking, standing, bending, and heavy lifting, local travel, use of hand and power tools, and understanding of computers and controls.

Education/Experience:

- The ideal candidate will have a minimum of 5+ years' experience in building operations and engineering; associate's degree or equivalent professional experience; undergraduate degree preferred.
- HVAC, plumbing, and electrical certifications preferred.
- Hands-on and supervisory experience required, including budgeting, planning, and execution.
- A project-management certification is desirable.
- Excellent communication, customer service, construction, and technological skills are required.

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

Duties, responsibilities, and activities may change at any time with or without notice.

Equal Employment Opportunity: 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.