



## **FULL JOB DESCRIPTION**

<b>Position Title:</b>	Director of Facilities
<b>Position Type:</b>	Full Time
<b>Union Status:</b>	Non - Union
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$60,000 - \$70,000 Per Annum
<b>Benefits:</b>	Eligible after three months of work for vision, dental, and medical insurance, as well as a 401(k). Eligible for a pension plan after 1 year of service.
<b>Reports to:</b>	Deputy Director
<b>Supervises:</b>	Oversees the daily workflow, scheduling, and assignments of the facilities department.

### **Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

## **Position Description**

The Director of Facilities is responsible for and supervises the maintenance, care, and efficient operation of all equipment, the physical plant, environmental services, as well as discreet capital projects for a 35,000 sq. ft. facility with exhibition galleries, flexible program spaces, and administrative and storage spaces, and adjoining lots.

## **Responsibilities**

- Inspects, performs, and oversees all maintenance, servicing work, and repairs of the facilities and building equipment including plumbing, electrical, HVAC, painting, joinery/carpentry, computing and IT equipment
- Ensures facilities are maintained in a clean and attractive state, building systems and equipment are ready for regular business and special events
- Prepares reports on preventative maintenance programs for all major aspects of the Museum's buildings and facilities
- Ensures the Museum is fully compliant with all City, State and Federal and agency regulations affecting the Museum's plant and buildings and their lawful operation (including elevators, and fire and building permits)
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment
- Maintains the inventory, storage, and distribution of equipment and oversees set-up and take-down for events and programs
- Provides recommendations for purchases of new equipment and minor capital improvements
- Scopes, selects and oversees external contractors, when needed
- Collaborates with other appropriate management staff to prepare and implement the facilities budget
- Collaborates with the Director of Safety and Security, Curatorial, Education and Public Program colleagues

- Liaises with New York City agencies, consulting architects and engineers on capital building projects, as required
- Performs other related duties as assigned

## **Desired Skills/Qualifications**

- Demonstrated experience in managing facility operations and plant and equipment including a Building Management System (BMS)
- Strong mechanical abilities and familiarity with boiler systems and commercial air and cooling systems
- Demonstrated experience in creating and overseeing budgets
- Ability to quickly learn equipment and facilities to be maintained
- Ability to maintain basic records and warranties, and understand written direction in manuals and on manufacturer websites
- Proficient with Microsoft Office Suite or related software as required to complete and maintain records
- Available to be on an “on call” basis to address building emergency situations
- Strong communication skills and ability to interact with direct reports, diverse and multi-generational visitors, community residents, as well as regulators and external parties

## **Cultural Commitment**

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum’s vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## **Education and Experience**

- Associate’s degree required; Bachelor’s degree preferred
- Experience managing the Museum’s type of facilities, equipment, and events preferred

## **Physical requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all the facilities
- Must be able to access all parts of the company equipment

**To Apply**

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include "Director of Facilities" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.