

WoodmereArtMuseum

OFFICE OF THE DIRECTOR

February 16, 2017

JOB DESCRIPTION: FACILITY MANAGER

Woodmere Art Museum seeks a Facility Manager.

Woodmere is located on six acres in Chestnut Hill and its three buildings include the main historic mansion with galleries and offices (20,000 sq. ft.), a second residential building used for storage and back-of-house activities (4,000 sq. ft.), and a carriage house that has been converted into an art studio (2,000 sq. ft.).

The position reports to the Director of the Museum and participates in the strategic planning for the modification and future of the museum's facilities.

The Facility Manager is responsible for:

- maintaining buildings, grounds, and equipment on an ongoing basis;
- developing and following budgets for, and overseeing capital projects and contractors' work;
- prioritizing among projects and evaluating cost-effectiveness of out-sourcing versus in-house work;
- performing preventive maintenance on equipment, as well as basic electric, plumbing, roofing, and landscape work, as needed.

The Facility Manager interfaces with the public with special attention to the safety and security of museum visitors. In this capacity, the Facility Manager oversees and/or performs such activities as parking, snow removal, and climate control.

As part of a dedicated staff of museum professionals, the Facility Manager must be a team player and promote the mission of the institution. Work hours are flexible, but must include weekends and evenings as needed. A valid driver's license is required.

Salary is commensurate with previous experience and skill level.

Please send letter of interest and CV to Diane Pastella
at: dpastella@woodmereartmuseum.org